

9 May 02

All Potential Offerors:

This solicitation is available for on-line and download.

If you choose to offer on this solicitation, the electronic files for past performance, pricing proposal and supplemental pricing worksheets required for your offer will be emailed to you upon request. Please contact all of the following individuals, via email, for copies of these files:

JMSingley@us.med.navy.mil
REPayne@us.med.navy.mil
WLGraybill@us.med.navy.mil

The Government prefers requests for these files via email but will honor telefax or written requests. The offeror is ultimately responsible for the accuracy of an email address. Please include your company's complete business name, address, point of contact and telephone number within your email so that you may be contacted if a transmission problem occurs. One email request will be honored per requesting organization.

If you have not received these files within 72 hours of your email request (weekends included), contact one of the individuals listed.

Once this file is sent to you, you must provide a response to the Government's email, within 48 hours (weekends included) via email only stating that you have successfully RECEIVED AND REVIEWED the file and that it is readable and usable. Your lack of an email response or your failure to categorically state, "I/We have received and reviewed the electronic file and it is readable and usable" may preclude your receipt of subsequent copies of amendments to the solicitation. These amendments, if issued, may cause your proposal content to change, may clarify solicitation language and/or may accelerate or delay required submission dates.

Once you have acknowledged receipt of the electronic file, any/all amendments to the solicitation will also be emailed to you.

Changes to email addresses should be sent to the email addresses above. However, do not send offeror's questions regarding the language, Government's intent, or clarification to the email address above. This address is a clearinghouse for sending electronic file only and **will not** respond to offeror's questions. Offeror's questions should be addressed to the individual listed in the on-line solicitation, in Section L, paragraph titled "Technical Questions."

/signed/

JOHN M. SINGLEY
Contracting Officer

INFORMATION TO OFFERORS OR QUOTERS SECTION A - COVER SHEET		1. SOLICITATION NUMBER N62645-02-R-0007		2. <i>(X one)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td> <td>a. SEALED BID</td> </tr> <tr> <td style="text-align: center;">X</td> <td>b. NEGOTIATED <i>(RFP)</i></td> </tr> <tr> <td></td> <td>c. NEGOTIATED <i>(RFQ)</i></td> </tr> </table>			a. SEALED BID	X	b. NEGOTIATED <i>(RFP)</i>		c. NEGOTIATED <i>(RFQ)</i>
	a. SEALED BID										
X	b. NEGOTIATED <i>(RFP)</i>										
	c. NEGOTIATED <i>(RFQ)</i>										

INSTRUCTIONS

NOTE THE AFFIRMATIVE ACTION REQUIREMENT OF THE EQUAL OPPORTUNITY CLAUSE WHICH MAY APPLY TO THE CONTRACT RESULTING FROM THIS SOLICITATION.

You are cautioned to note the "Certification of Non-Segregated Facilities" in the solicitation. Failure to agree to the certification will render your reply nonresponsive to the terms of solicitations involving awards of contracts exceeding \$25,000 which are not exempt from the provisions of the Equal Opportunity clause.

"Fill-ins" are provided on the face and reverse of Standard Form 18 and Parts I and IV of Standard Form 33, or other solicitation documents and Sections of Table of Contents in this solicitation and should be examined for applicability.

See the provision of this solicitation entitled either "Late Bids, Modifications of Bids or Withdrawal of Bids" or "Late Proposals, Modifications of Proposals and Withdrawals of Proposals."

When submitting your reply, the envelope used must be plainly marked with the Solicitation Number, as shown above and the date and local time set forth for bid opening or receipt of proposals in the solicitation document.

If NO RESPONSE is to be submitted, detach this sheet from the solicitation, complete the information requested on reverse, fold, affix postage, and mail. NO ENVELOPE IS NECESSARY.

Replies must set forth full, accurate, and complete information as required by this solicitation *(including attachments)*. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

3. ISSUING OFFICE *(Complete mailing address, including ZIP Code)*
 NAVAL MEDICAL LOGISTICS COMMAND
 1681 NELSON ST
 FORT DETRICK MD 21702-9203

4. ITEMS TO BE PURCHASED *(Brief description)*
 MULTIDISCIPLINARY DENTAL SERVICES AT ANY DEPARTMENT OF DEFENSE OR UNITED STATES COAST GUARD MILITARY DENTAL TREATMENT FACILITIES (DTFs), BRANCH DENTAL CLINICS (BDCs), OR OTHER DENTAL ACTIVITIES WITHIN THE STATES OF MARYLAND, VIRGINIA, NORTH CAROLINA, SOUTH CAROLINA, WEST VIRGINIA, KENTUCKY AND TENNESSEE.

5. PROCUREMENT INFORMATION *(X and complete as applicable)*

	a. THIS PROCUREMENT IS UNRESTRICTED			
X	b. THIS PROCUREMENT IS A _____ % SET-ASIDE FOR ONE OF THE FOLLOWING <i>(X one)</i> . <i>(See Section I of the Table of Contents in this solicitation for details of the set-aside.)</i>			
X	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">(1) Small Business</td> <td style="width: 33%;">(2) Labor Surplus Area Concerns</td> <td style="width: 33%;">(3) Combined Small Business/Labor Area Concerns</td> </tr> </table>	(1) Small Business	(2) Labor Surplus Area Concerns	(3) Combined Small Business/Labor Area Concerns
(1) Small Business	(2) Labor Surplus Area Concerns	(3) Combined Small Business/Labor Area Concerns		

6. ADDITIONAL INFORMATION
 BLOCK 5B ABOVE SHOULD READ AS FOLLOWS: THIS PROCUREMENT IS A 100% SETASIDE FOR SMALL BUSINESS. MULTIPLE AWARD: NMLC intends to award multiple indefinite delivery, indefinite quantity personal services contracts as a result of this solicitation. Offerors must propose prices for the minimum CLINS 0002 through 0010 and Notional Task Orders NTO001 and NTO002 (see attachments 017 and 018). NOTE: Please see cover letter for further instructions on the requirement for electronic proposal submission. NOTE: Before submitting a proposal in response to this solicitation, a prospective offeror is encouraged to investigate the potential tax consequences should they elect to perform the resulting contract by using subcontractors in lieu of individuals carried by their payrolls. Under the RFP, the Navy does not dictate whether the individual healthcare workers provided would be classified by the successful offeror as an "independent contractor" or an "employee" for federal tax purposes. This determination shall be made solely by the offeror. If subsequent to award the successful offeror's determination is challenged, this shall be a matter to be resolved between the offeror and the Internal Revenue Service (IRS). The Navy will not consider favorably any request for equitable adjustment to the contract based upon the successful offeror's receipt of an adverse action by the IRS. NOTE: The blank space contained in Block 12 of the SF33 should read 120 calendar days.

7. POINT OF CONTACT FOR INFORMATION

a. NAME <i>(Last, First, Middle Initial)</i> SINGLEY, JOHN M.	b. ADDRESS <i>(Include Zip Code)</i> NAVAL MEDICAL LOGISTICS COMMAND 1681 NELSON ST FORT DETRICK MD 21702-9203
c. TELEPHONE NUMBER <i>(Include Area Code and Extension) (NO COLLECT CALLS)</i> 301-619-2059	

8. REASONS FOR NO RESPONSE <i>(X all that apply)</i>					
<input type="checkbox"/>	a. CANNOT COMPLY WITH SPECIFICATIONS		<input type="checkbox"/>	b. CANNOT MEET DELIVERY REQUIREMENT	
<input type="checkbox"/>	c. UNABLE TO IDENTIFY THE ITEM(S)		<input type="checkbox"/>	d. DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED	
<input type="checkbox"/>	e. OTHER <i>(Specify)</i>				
9. MAILING LIST INFORMATION <i>(X one)</i>					
<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	WE DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE OF TIME(S) INVOLVED.	
10. RESPONDING FIRM					
a. COMPANY NAME			b. ADDRESS <i>(Include Zip Code)</i>		
c. ACTION OFFICER					
(1) Typed or Printed Name <i>(Last, First, Middle Initial)</i>		(2) Title		(3) Signature	
(4) Date Signed <i>(YYMMDD)</i>					

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FROM

AFFIX
STAMP
HERE

SOLICITATION NUMBER	
N62645-02-R-0007	
DATE (YYMMDD)	LOCAL TIME

TO

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 177	
2. CONTRACT NO.		3. SOLICITATION NO. N62645-02-R-0007		4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 09 May 2002	6. REQUISITION/PURCHASE NO.	
7. ISSUED BY NAVAL MEDICAL LOGISTICS COMMAND 1681 NELSON STREET FORT DETRICK MD 21702-9203 TEL: 301-619-2061 FAX: 301-619-2925			CODE N62645	8. ADDRESS OFFER TO (If other than Item 7) See Item 7		CODE	
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
SOLICITATION							
9. Sealed offers in original and <u>1</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>(See Block 7 Above)</u> until <u>14 00</u> local time <u>18 Jun 2002</u> (Hour) (Date)							
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME JOHN M. SINGLEY		B. TELEPHONE (Include area code) (NO COLLECT CALLS) 301-619-2059		C. E-MAIL ADDRESS jmsingley@us.med.navy.mil	
11. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.	DESCRIPTION
PART I - THE SCHEDULE					PART II - CONTRACT CLAUSES		
X	A	SOLICITATION/ CONTRACT FORM		1	X	I	CONTRACT CLAUSES
X	B	SUPPLIES OR SERVICES AND PRICES/ COSTS		2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS		
X	C	DESCRIPTION/ SPECS./ WORK STATEMENT		12	X	J	LIST OF ATTACHMENTS
	D	PACKAGING AND MARKING			PART IV - REPRESENTATIONS AND INSTRUCTIONS		
X	E	INSPECTION AND ACCEPTANCE		24	X	K	REPRESENTATIONS, CERTIFICATIONS AND
X	F	DELIVERIES OR PERFORMANCE		25			OTHER STATEMENTS OF OFFERORS
X	G	CONTRACT ADMINISTRATION DATA		27	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS
X	H	SPECIAL CONTRACT REQUIREMENTS		29	X	M	EVALUATION FACTORS FOR AWARD
OFFER (Must be fully completed by offeror)							
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)							
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
15B. TELEPHONE NO (Include area code)		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>			17. SIGNATURE		18. OFFER DATE
AWARD (To be completed by Government)							
19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION			
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()				23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM	
24. ADMINISTERED BY (If other than Item 7)		CODE	25. PAYMENT WILL BE MADE BY		CODE		
26. NAME OF CONTRACTING OFFICER (Type or print)				27. UNITED STATES OF AMERICA (Signature of Contracting Officer)		28. AWARD DATE	

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Informational CLIN FFP - No pricing is required from offerors and no award will be made from this CLIN				

 NET AMT

PART I THE SCHEDULE
SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1. The Contractor shall furnish qualified healthcare workers (HCWs) in accordance with Section C (The Statement of Work), Section H (Personnel Qualifications), individual Task Orders for these services, and all other terms and conditions set forth herein. Government requirements for contracted healthcare personnel shall be filled in response to Task Orders issued by the Government against this contract.

B.2. This solicitation is intended to result in multiple indefinite-delivery / indefinite-quantity (IDIQ) contract awards, as identified under FAR 16.504. Task Orders will be priced on a firm fixed price basis.

B.3. The following activity is the sole authority to issue Task Orders:

Naval Medical Logistics Command
 Code 02
 1681 Nelson Street
 Fort Detrick MD 21702-9203

The Government reserves the right to add other ordering activities during the term of this contract. If other ordering activities are added, these actions will be contained in modifications issued by the Contracting Officer.

B.4. The Contracting Officer will place Task Orders using a signed DD Form 1155. Task Orders will be executed in writing by the Contracting Officer and transmitted either via mail, facsimile, or electronically via e-mail. If the order is transmitted via e-mail, the Contractor shall acknowledge receipt.

a. Performance of HCW services at any Department of Defense or United States Coast Guard military dental treatment facilities (DTFs), branch dental clinics (BDCs), or other dental activities within the states of Maryland, Virginia, North Carolina, South Carolina, West Virginia, Kentucky, and Tennessee who have been granted authority under 10 U.S.C. 1091, are considered within the scope of this contract.

b. The Government retains the right to additionally specify requirements in individual Task Orders as they relate to differences between specific positions, among specific military services (i.e. Army, Navy, Marine Corps, Air Force, etc) or, among specific service locations. Such requirements may include, but are not limited to, leave accrual rates,

work hour adjustments, credentialing requirements, holiday service, general/administrative duties, continuing education and training. In these cases, the specific requirement will be referenced and addressed in the Task Order Proposal Request (TOPR).

B.5. Each Task Order will contain, at a minimum, the following information:

- a. The date of order,
- b. The contract number and order number,
- c. A description of services:
 - Labor category and,
 - Specific duties and,
 - Position qualifications and,
 - Place of performance and,
 - Hours of operation and,
 - Quantity required.
- d. The unit price,
- e. The period of performance,
- f. Accounting and appropriation data,
- g. The payment office address,
- h. Any other pertinent data,
- i. Invoicing and Acceptance instructions, and
- j. The name of the Contracting Officer's Representative (COR).

B.6. Each Task Order will specify the place of performance. Services for the minimum requirements (Contract Line Item Numbers (CLINs) **0002 through 0010**) will be provided at the following locations:

- a. Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics and Branch Dental Annexes (CLINs **0002 through 0006**) including:

Branch Dental Clinic, Fleet Combat Training Center, Atlantic (Dam Neck)
Virginia Beach, Virginia

Branch Dental Clinic, Naval Air Station Oceana
Virginia Beach, Virginia

Branch Dental Clinic, Naval Amphibious Base Little Creek
Virginia Beach, Virginia

Branch Dental Clinic, Naval Station Norfolk
1647 Taussig Blvd., Norfolk, Virginia

Branch Dental Clinic Northwest, Naval Security Group Activity
Chesapeake, Virginia

Branch Dental Clinic, Newport News Shipyard (SUPSHIP)
Newport News, Virginia

Branch Dental Clinic, Norfolk Naval Shipyard (NNSY)
Portsmouth, Virginia

Branch Dental Clinic, Naval Weapons Station Yorktown
Yorktown, Virginia

- b. Naval Dental Center Camp Lejeune NC, subordinate Branch Dental Clinics, and Branch Dental Annexes (CLINs **0007 and 0008**) including:

Second Dental Battalion/Naval Dental Center, Branch Dental Clinic Mainside
Camp Lejeune, NC 28542

Branch Dental Clinic Cherry Point
MCAS Cherry Point, Cherry Point, NC 28533

Branch Dental Clinic French Creek
Camp Lejeune, NC 28542

Branch Dental Clinic New River
MCAS New River Jacksonville, NC 28545

Branch Dental Clinic Osborne
Camp Lejeune, NC 28542

Branch Dental Annex Caron
Camp Lejeune, NC 28547

Branch Dental Annex Hadnot Point/65
Camp Lejeune, NC 28542

Branch Dental Annex Camp Geiger
Camp Lejeune, NC 28547

Branch Dental Annex Camp Johnson
Camp Lejeune, NC 28542

Branch Dental Annex Christianson/H-1
Camp Lejeune, NC 28547

c. Naval Dental Center Parris Island, SC, subordinate Branch Dental Clinics and Branch Dental Annexes including Branch Dental Clinic Marine Corps Air Station (**CLIN 0009**):

Naval Dental Center Parris Island
Parris Island, SC 29905

d. U.S. Army Dental Activity Fort Eustis VA and satellite Dental Activities (**CLIN 0010**) including:

U.S. Army Dental Activity
Tignor Dental Clinic Fort Eustis, VA 23604-5311

U.S. Army Dental Activity
Fort Monroe Dental Clinic Fort Monroe, VA 23651-6400

U.S. Army Dental Activity
Fort Story Dental Clinic Fort Story, VA 23459-5100

B.7. Minimum and Maximum Quantities. Contract Minimum and Maximum quantities are identified in Section B.11. The Government intends to make multiple awards from this solicitation. The Contracting Officer will select and award at least one **CLIN** from **CLINs 0002 through 0010** in Section B.11 to each awardee. Initial Task Orders will be awarded concurrently at the time of contract award and will contain, in the aggregate, all services identified as the Government's minimum requirements, **CLINs 0002 through 0010**. The location of services exceeding the minimum quantities may be provided at any location listed in Section B.6 plus any other DoD or United States Coast Guard facilities in the geographic region defined in Section B.4.a.

HCW POSITIONS

Minimum Requirements (in alphabetical order):

Dental Assistants*
Dental Hygienists
Dental Laboratory Technicians
General Dentists

* **Attachments 016A, 16B and 16C** contains the Service Contract Act Wage Determinations for these minimum requirements.

Maximum Requirements (in alphabetical order):

Central Sterile Supply Technicians
Dental Assistants
Dental Hygienists
Dental Laboratory Technicians
Endodontists
General Dentists
Oral/Maxillofacial Surgeons
Orthodontists
Periodontists
Prosthodontists

The procedures for the preparation of the initial Task Order proposal and the evaluation procedures to be employed for award of these initial Task Orders are contained in Section H. The Statements of Work for these initial Task Orders are **Attachments 001 through 015**. Instructions and procedures for subsequent Task Order preparation and award are contained in Section H of this contract.

B.8. The estimated ordering period is in accordance with FAR Clause 52.216-18 (Ordering; Oct 1995). This clause is included in full text in Section I of this contract.

B.9. The period of performance of any one Task Order shall be twelve consecutive calendar (12) months or less in duration.

B.10. The schedule of services the Government intends to acquire from contract awardees is provided below. CLINs may contain SLINs that provide the total minimum quantity of hours required for that CLIN. The unit price for each CLIN/SLIN is to be proposed in dollars per hour.

Offerors shall provide hourly and total prices for the minimum quantities (CLINs 0002 through 0010) and NTO001 and NTO002 only.

CLIN 0011 retains the Government's right to reimburse travel for HCWs.

CLIN 0012 retains the Government's right to make incentive awards directly to HCWs.

NOTE: CLINs 0011 and 0012 may be used more than once throughout the duration of the contract. CLINs 0011 and 0012 have been included to facilitate contract payments and that they will not be evaluated for purposes of making the contract awards.

CLINs 0013 through 0022 may be used more than once throughout the duration of the contract. Notional Task Orders NTO001 and NTO002 (Attachments 017 and 018) provide representative sample pricing for CLINs 0013 through 0022. The Notional Task Orders will be evaluated in accordance with instructions specified in Section L. No awards will result from an offeror's proposal in response to these Notional Task Orders.

Units of issue shall be stated in “hours” on each individual Task Order. Unit prices shall be stated in “dollars per hour” on each individual Task Order.

Offerors shall use the electronic Microsoft Excel™ spreadsheets and Microsoft Word™ documents for the submission of their proposals specified in Section L. The Government will not accept this information in any other format. Offerors are directed to Section L.

MINIMUM QUANTITIES FOR HCW SERVICES

CLIN	DESCRIPTION	QTY (Hours)	UNIT PRICE	TOTAL PRICE
0001	Informational CLIN. No pricing is required from offerors and no award will be made from this CLIN			
HCWs identified in CLINs 0002 through 0006 shall provide services for the Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics. The period of performance is <u>1 February 2003 through 30 September 2003.</u>				
0002	General Dentist and Dental Hygienist Services			
0002AA	General Dentist Services (Attachment 001)	12,523	\$	\$
0002AB	Dental Hygienist Services (Attachment 002; Attachment 003 contains the Incentive Plan for this labor category)	48,498	\$	\$
0003	Dental Assistant Services for Branch Dental Clinics Oceana, Little Creek and Norfolk (Attachment 004; Attachment 005 contains the Incentive Plan for this labor category)	110,429	\$	\$
0004	Dental Assistant Services for Branch Dental Clinics Dam Neck, Northwest, SUPSHIP, NNSY and Yorktown (Attachment 004; Attachment 005 contains the Incentive Plan for this labor category)	10,582	\$	\$
0005	Dental Laboratory Technician Services (Attachment 006; Attachment 007 contains the Incentive Plan for this labor category)	16,512	\$	\$
0006	Dental Laboratory Technician Services (Attachment 006; Attachment 007 contains the Incentive Plan for this labor category)	6,880	\$	\$
HCWs identified in CLINs 0007 and 0008 shall provide services for the Naval Dental Center Camp Lejeune NC, subordinate Branch Dental Clinics, and Branch Dental Annexes. The period of performance is <u>1 February 2003 through 30 September 2003.</u>				
0007	Dental Hygienist Services			
0007AA	Dental Hygienist Second Dental Battalion Naval Dental Center, Camp Lejeune, NC 28542 (Attachment 008)	12,384	\$	\$

CLIN	DESCRIPTION	QTY (Hours)	UNIT PRICE	TOTAL PRICE
0007AB	Dental Hygienist Branch Dental Clinic, Cherry Point, NC 28533 (Attachment 008)	2,752	\$	\$
0008	Dental Assistant Services			
0008AA	Dental Assistant Second Dental Battalion Naval Dental Center, Camp Lejeune, NC 28542 (Attachment 009)	38,528	\$	\$
0008AB	Dental Assistant Branch Dental Clinic Cherry Point, NC 28533 (Attachment 009)	4,128	\$	\$
HCWs identified in CLIN 0009 shall provide services for the Naval Dental Center Parris Island, SC. The period of performance is <u>1 February 2003 through 30 September 2003.</u>				
0009	Dental Services			
0009AA	General Dentist Naval Dental Center Parris Island, SC 29905 (Attachment 010)	4,128	\$	\$
0009AB	Dental Hygienist Naval Dental Center Parris Island, SC 29905 (Attachment 011)	9,632	\$	\$
0009AC	Dental Assistant Naval Dental Center Parris Island, SC 29905 (Attachment 012)	19,264	\$	\$
HCWs identified in CLIN 0010 shall provide services for the U.S. Army Dental Activity Fort Eustis, VA and satellite Dental Activities. The period of performance is <u>1 February 2003 through 30 September 2003.</u>				
0010	Dental Hygienist Services			
0010AA	Dental Hygienist U.S. Army Dental Activity Tignor Dental Clinic Fort Eustis, VA 23604-5311 (Attachment 013)	1,376	\$	\$

CLIN	DESCRIPTION	QTY (Hours)	UNIT PRICE	TOTAL PRICE
0010AB	Dental Hygienist U.S. Army Dental Activity Fort Monroe Dental Clinic Fort Monroe, VA 23651-6400 (Attachment 014)	688	\$	\$
0010AC	Dental Hygienist U.S. Army Dental Activity Fort Story Dental Clinic Fort Story, VA 23459-5100 (Attachment 015)	688	\$	\$
NT0001	CENTRAL STERILE SUPPLY TECHNICIAN services at the Naval Dental Center Camp Lejeune NC	1,376	\$	\$
NT0002	ENDODONTIST services at the Langley Air Force Base Hampton, VA	683	\$	\$
0011	Travel. As directed by the Government, HCWs may be required to travel to provide services, undergo training or attend conferences when in the best interest of the Government and patient care and in accordance with Section H and individual Task Orders.			
0011AA	Travel requirements for Naval Dental Center Mid-Atlantic, Norfolk, VA, and subordinate Branch Dental Clinics			Not Initially Priced
0011AB	Travel requirements for Naval Dental Center Camp Lejeune, NC, subordinate Branch Dental Clinics and Branch Dental Annexes			Not Initially Priced
0011AC	Travel requirements for Naval Dental Center Parris Island, SC			Not Initially Priced
0011AD	Travel requirements for U.S. Army Dental Activities			Not Initially Priced
0012	Incentive Awards. The Government reserves the right to make incentive awards directly to HCWs. These awards will be site or position specific based upon the Government's best business practice plan to minimize turnover, maximize the mission of the command and/or reward exemplary individual work. Incentive plans for the minimum quantities are contained in individual Task Orders for positions within CLINs 0002 through 0010 (Attachments 001 through 015). Incentive plans for the maximum quantities (CLINs 0013 through 0022) will be contained in subsequent individual Task Orders (Offerors are directed to Section H).			
0012AA	Incentive awards for Naval Dental Center Mid-Atlantic, Norfolk, VA, and subordinate Branch Dental Clinics			Not Initially Priced
0012AB	Incentive awards for Naval Dental Center Camp Lejeune, NC, subordinate Branch Dental Clinics and Branch Dental Annexes			Not Initially Priced
0012AC	Incentive awards for Naval Dental Center Parris Island, SC			Not Initially Priced
0012AD	Incentive awards for U.S. Army Dental Activities			Not Initially Priced

**ADDITIONAL HCW SERVICES
(Maximum Requirements)
NOT INITIALLY PRICED**

CLIN	DESCRIPTION	QTY (Hours)	UNIT PRICE	TOTAL PRICE
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0013 The Contractor shall perform CENTRAL STERILE SUPPLY TECHNICIAN services for those locations specified in Section B.4.a. in accordance with Section C, Section H and, Individual Task Orders.

MAX 35,712 Hours
NOT INITIALLY PRICED

0014 The Contractor shall perform DENTAL ASSISTANT services for those locations specified in Section B.4.a., in accordance with Section C, Section H and, Individual Task Orders.

MAX 1,558,215 Hours
NOT INITIALLY PRICED

0015 The Contractor shall perform DENTAL HYGIENIST services for those locations specified in Section B.4.a., in accordance with Section C, Section H and, Individual Task Orders.

MAX 672,431 Hours
NOT INITIALLY PRICED

0016 The Contractor shall perform DENTAL LABORATORY TECHNICIAN services for those locations specified in Section B.4.a., in accordance with Section C, Section H and, Individual Task Orders.

MAX 243,894 Hours
NOT INITIALLY PRICED

0017 The Contractor shall perform ENDODONTIST services for those locations specified in Section B.4.a., in accordance with Section C, Section H and, Individual Task Orders.

MAX 17,856 Hours
NOT INITIALLY PRICED

0018 The Contractor shall perform GENERAL DENTIST services for those locations specified in Section B.4.a., in accordance with Section C, Section H and, Individual Task Orders.

MAX 204,228 Hours
NOT INITIALLY PRICED

0019 The Contractor shall perform ORAL/MAXILLOFACIAL SURGEON services for those locations specified in Section B.4.a., in accordance with Section C, Section H and, Individual Task Orders.

MAX 18,032 Hours
NOT INITIALLY PRICED

0020 The Contractor shall perform ORTHODONTIST services for those locations specified in Section B.4.a., in accordance with Section C, Section H and, Individual Task Orders.

MAX 18,032 Hours
NOT INITIALLY PRICED

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QTY</u> <u>(Hours)</u>	<u>UNIT</u> <u>PRICE</u>	<u>TOTAL</u> <u>PRICE</u>
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0021 The Contractor shall perform PERIODONTIST services for those locations specified in Section B.4.a., in accordance with Section C, Section H and, Individual Task Orders.

MAX 18,032 Hours
NOT INITIALLY PRICED

0022 The Contractor shall perform PROSTHODONTIST services for those locations specified in Section B.4.a., in accordance with Section C, Section H and, Individual Task Orders.

MAX 18,032 Hours
NOT INITIALLY PRICED

END OF SECTION B

SECTION C Descriptions and Specifications

SECTION C – DESCRIPTION/SPECIFICATION/WORK STATEMENT

NOTE 1: The use of, “Commanding Officer/Commander” means the Commander or Commanding Officer of the military dental treatment facility or equivalent Government official, e.g. Contracting Officer’s Representative (COR), Technical Assistant (TA), or Department Head at any of the service locations as specified in Section B. This individual will be specified in each individual Task Order.

NOTE 2: The term, “Contractor” means the offeror identified in block 15A of the Standard Form 33 or block 7 of the Standard Form 26 and its HCWs who are providing services under Task Orders placed under the contract.

NOTE 3: The abbreviation, “DTF” refers to any military service (including USCG) treatment facility(s) in which dental services are provided within the scope of this contract.

STATEMENT OF WORK

C.1. GENERAL INFORMATION. This Statement of Work (SOW) applies to all positions encompassed within this contract. Position specific Statements of Work for the Government’s minimum quantities (Contract Line Item Numbers [CLINs] **0002 through 0010**) are provided as **Attachments 001 through 015**. Staffing schedules specific to each position are contained within that applicable attachment. **CLIN 0011** retains the Government’s right to reimburse the Contractor for required travel expenses for Healthcare Workers (HCWs) for **CLINs 0001 through 0022**. **CLIN 0012** may also be included with the subsequently issued Task Order Proposal Requests (TOPRs) for **CLINs 0013 through 0022**.

C.1.1. The Contractor shall provide, in accordance with each Task Order, dental and healthcare services at the locations specified in Schedule B and each individual Task Order.

C.1.2. During the term of this contract and in accordance with the terms and conditions of this contract and each Task Order, the Contractor agrees to provide on behalf of the Government, services for the treatment of active duty military personnel and other eligible beneficiaries.

C.1.3. While on duty, HCWs shall not advise, recommend or suggest to individuals authorized to receive services at Government expense that such individuals should receive services from the HCW when they are not on duty, or from a partner or group associated in practice with the Contractor or HCW, except with the express written consent of the Commanding Officer/Commander. The Contractor shall not bill individuals entitled to those services rendered pursuant to this contract.

C.1.4. In each TOPR, the Government will disclose specific information concerning the type(s), duration and location(s) of the services to be provided. This notice may include the number of hours that constitutes the scheduled work day of an individual HCW, the times and days of the week that services will be scheduled, and the places where these services will be performed. In the event that a TOPR calls for more than 8 compensated hours per day, the parties agree that the Contractor is solely responsible for investigating and determining the applicability of any state and/or local wage or overtime compensation laws with regard to its performance. It is further agreed that the Contractor assumes any and all risk as to the accuracy of its judgement. Accordingly, since the Task Order price reflects the Contractor’s determination, the Contractor shall not be entitled to any equitable price adjustment should a state and/or local agency charged with enforcement of such wage and overtime laws rule that the Contractor’s determination was erroneous.

C.1.5. The Government retains the right to additionally specify requirements in individual Task Orders as they relate to differences between specific positions, among specific military services (i.e. Army, Navy, Marine Corps, Air Force, etc) or, among specific service locations. Such requirements may include, but are not limited to, leave accrual rates, work hour adjustments, credentialing requirements, holiday service, general/administrative duties,

continuing education and training. In these cases, the specific requirement will be referenced and addressed in the TOPR.

C.1.6. As directed by the Government, HCWs may be required to travel to provide services, undergo training or attend conferences when in the best interest of the Government and patient care. These travel requirements will be funded using **CLIN 0011**. NO travel requirements are contained in the Government's minimum requirements for **CLINs 0002 through 0010**.

C.1.7. The Government retains the right to make incentive awards directly to HCWs. Incentive Plans applicable to **CLINs 0002 through 0010** are contained in **Attachments 003, 005, and 007**. **CLIN 0012** may also be included with the subsequently issued TOPRs for **CLINs 0013 through 0022**. These awards will be site or position specific based upon the Government's best business practice plan to minimize turnover, maximize the mission of the command and/or reward exemplary individual work. Incentive plans for **CLINs 0013 through 0022** will be contained in subsequent individual Task Orders.

C.2. MEDICAL MALPRACTICE AND PERSONAL SERVICES.

C.2.1. The HCW(s) is (are) serving at the DTF under a personal services contract entered into under the authority of §1091 of Title 10, United States Code. Accordingly, §1089 of Title 10, United States Code shall apply to personal injury lawsuits filed against the HCW(s) based on negligent or wrongful acts or omissions incident to performance within the scope of this contract. The HCW(s) is not required to maintain medical malpractice liability insurance.

C.2.2. HCWs providing services under this contract shall be rendering personal services to the Government and shall be subject to day-to-day supervision and control by Government personnel. Supervision and control is the process by which the individual HCW receives technical guidance, direction, and approval with regard to a task(s) within the requirements of this contract.

C.3. DUTY HOURS.

C.3.1. The Government will identify specific duty hours in each individual Task Order. Unless otherwise specified (a) in a paragraph below, (b) in an Initial Task Order within **Attachments 001 through 015**, (c) in a Subsequent Task Order for **CLINs 0013 through 0022**, or (d) as detailed in the Section H paragraph entitled, "Contractor Managed Personal Leave", services required by an individual HCW shall not exceed 80 hours per invoice (14 consecutive day) period. Any changes in the schedule shall be coordinated between the HCW and the Government. HCWs shall arrive for each scheduled shift in a well-rested condition.

C.3.1.1. Unless otherwise stated in the individual Task Order, the Contractor shall provide no more than two individuals for each full time equivalent (FTE) and only one individual for each part-time (FTE).

C.3.1.2. The Government reserves the rights to either (a) reassign HCWs within a Dental Treatment Facility (DTF) to meet patient demand or (b) temporarily assigned HCWs to another location within a 50 mile commuting area of their assigned DTF. Reassignments to locations within 50-mile limit shall not exceed 30 calendar days. The Government will consider the use of **CLIN 0011** to reimburse HCWs for reassignments within 50-mile limit on a case-by-case basis.

C.3.1.3. Services of the HCWs shall not be required on the day of observance of the following federally established holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. The Government will compensate the Contractor for these periods of authorized absences only if the HCW is (a) scheduled (on the Government's schedule) to provide 80 hours of compensated service during that invoice period and (b) scheduled to provide services on that specific day. Accordingly, if the Government compensates the Contractor, the Contractor shall compensate the HCW for these periods of compensated absence. No compensation will be made for HCWs who are not scheduled to provide 80 hours of compensated service for during that invoice period or are not scheduled to provide services on that specific day.

C.3.1.4. In the instance where the Government directs the HCW to remain on duty in excess of their scheduled workday due to an unforeseen emergency or to complete patient treatment where lack of continuity of care would otherwise jeopardize patient health, the HCW shall remain on duty. The HCW will be given an equal amount of compensatory time to be scheduled upon mutual agreement of the HCW and the Commanding Officer/Commander.

C.3.1.5. The HCW shall not unilaterally adjust their individual work schedule(s) to accommodate late arrival. The Government reserves the right to either (a) place the HCW in a Leave Without Pay (LWOP) status when they arrive late for a scheduled shift and/or (b) not compensate the Contractor.

C.3.1.6. FOR NAVAL DENTAL CENTER CAMP LEJEUNE, NC AND SUBORDINATE ACTIVITIES. In accordance with local policies and procedures, the Government may permit the accumulation of up to 20 hours of compensatory time when both (a) this time is required due to an unforeseen emergency or to complete patient treatment where lack of continuity of care would otherwise jeopardize patient health **AND** (b) with the concurrent approval of the HCW's Government supervisor/supervising clinical professional. This time shall be accrued at a maximum of 1.0 hours (60 minutes) in 15-minute increments **ONLY** per workday. With the express prospective approval of the Government, the HCW may take this time during Clinic closures to coincide with Marine Corps Base guidance/policy.

C.4. ABSENCES, PLANNED AND UNPLANNED LEAVE, LEAVE WITHOUT PAY (LWOP), AND CONTINUING EDUCATION.

C.4.1. Administrative Leave. The Commanding Officer/Commander retains the authority to grant administrative leave to HCWs for (a) unusual or compelling circumstances, (b) base closures or late arrivals necessitated by weather emergencies, (c) command related training, (d) command activities at alternative work sites, or (e) where applicable, as part of an incentive program. The Commanding Officer/Commander will determine whether administrative leave is compensated leave.

C.4.2. Furlough. Except as otherwise provided in this paragraph or unless specifically authorized in a DoD Appropriations Act or a continuing resolution, the obligation of the Contractor to perform services under this contract, and the Government's obligation to pay for such services, shall be suspended during a Government furlough. In the event of a Government furlough, the Commanding Officer/Commander will determine which HCWs are considered "critical" and therefore must report to work. Only HCWs deemed "critical" by the Government shall be compensated for services rendered during a furlough. All other HCWs will be furloughed until the Government shutdown ends or the COR notifies them that they have become "critical" employees.

C.4.3. Medical Emergencies. A HCW with a bona-fide medical emergency occurring while on duty or with an on-the-job injury will be provided medical care until the condition is stabilized. The Contractor will reimburse the Government for all medical services provided unless the HCW is otherwise entitled to Government healthcare services.

C.4.4. Personal Leave. Unless otherwise specified in a Task Order:

C.4.4.1. FOR HCWs AT NAVAL DENTAL CENTER CAMP LEJEUNE NC, SUBORDINATE BRANCH DENTAL CLINICS, AND BRANCH DENTAL ANNEXES; NAVAL DENTAL CENTER PARRIS ISLAND SC, SUBORDINATE BRANCH DENTAL AND BRANCH DENTAL ANNEXES INCLUDING BRANCH DENTAL CLINIC MARINE CORPS AIR STATION; AND U.S. ARMY DENTAL ACTIVITY FORT EUSTIS VA, AND SATELLITE DENTAL ACTIVITIES. Eight hours of personal leave are accrued by each HCW providing 80 hours of service within each 80-hour invoice period. Employees providing less than 80 hours of service within each 80-hour invoice period will not accrue leave. Personal leave shall be used for both planned (vacation) and unplanned absences (sickness). The HCW shall follow the policy of the Commanding Officer/Commander regarding the request and use of both planned and unplanned leave. Planned absences from assigned duties shall be requested with 15 working days advance notice, in writing, to the Commanding Officer/Commander. However, the Government retains the right to require more than 15 working days advance notice, consistent with local policies and procedures. The Contractor shall compensate the HCW for periods of authorized absence.

C.4.4.2.1. Unless otherwise specified in a Task Order, all accrued leave shall be used within 90 days following the completion of a 12 month Task Order if a Logical Follow-on Task Order has been issued. If a Logical Follow-on Task Order is not issued, all unused leave shall be either used by the end of the Task Order period or forfeited. If personal leave is carried over beyond the completion date of the Task Order (i.e. to be used in the subsequent 90 days), the Government reserves the right to require the HCW to provide the COR with a schedule for the use of that leave not later than the first workday of the Logical Follow-on Task Order. HCWs shall not presume that their leave schedule has been approved unless notified, in writing, by the COR. The Government will make every effort to accommodate all leave requests; however, the Commanding Officer/Commander reserves the right to unilaterally adjust these leave schedules to meet the demand for patient care.

C.4.4.2.2. Unless otherwise specified in a Task Order(s), notwithstanding whether one or more than one HCW(s) provides services for the period of a Task Order, not more than 208 hours of total leave will be provided per FTE of effort for a twelve month (i.e. 2,088 work hour) Task Order period. This leave will be apportioned for Task Order periods of less than twelve months.

C.4.4.2. If the HCW is absent for three or more consecutive unplanned days, the Commanding Officer/Commander may require written documentation from a qualified health care provider that the HCW is free from communicable disease. The Government reserves the right to examine and/or re-examine any HCW who meets this criterion.

C.4.4.3. If the Task Order is terminated for default, there will be no reimbursement for any unused accrued leave balance. In the event that the HCW gives notice of employment termination, all accrued leave must be used within that notice period, or forfeited. The Government will not extend the HCW's termination date to accommodate unused leave balances.

C.4.4.4. FOR HCWs AT NAVAL DENTAL CENTER MID-ATLANTIC, NORFOLK, VA AND SUBORDINATE BRANCH DENTAL CLINICS. The Contractor shall provide and manage leave in accordance with the requirements of the staffing schedules contained in the applicable Attachments, Section H, and the policy(s) in Attachment 025. The Government will not grant leave to HCWs providing service at the Naval Dental Center Mid-Atlantic, Norfolk, VA and subordinate Branch Dental Clinics.

C.4.5. Continuing Education.

C.4.5.1. FOR HCWs AT NAVAL DENTAL CENTER CAMP LEJEUNE NC, SUBORDINATE BRANCH DENTAL CLINICS, AND BRANCH DENTAL ANNEXES; NAVAL DENTAL CENTER PARRIS ISLAND SC, SUBORDINATE BRANCH DENTAL AND BRANCH DENTAL ANNEXES INCLUDING BRANCH DENTAL CLINIC MARINE CORPS AIR STATION; AND U.S. ARMY DENTAL ACTIVITY FORT EUSTIS VA, AND SATELLITE DENTAL ACTIVITIES. The Commanding Officer/Commander may also grant authorization for planned absences to allow the HCW to attend continuing education courses if the continuing education is (a) in the best interest of the Government, (b) enhances patient care, and (c) the Government can reasonably expect to receive a benefit from the continuing education (time and cost considered). This is in addition to the personal leave specified above. The Government may compensate the HCW for these periods of authorized absence if the continuing education courses are required to maintain licensure or certifications. This compensation will not exceed 40 hours per 12 month Task Order, equivalently apportioned for part-time employees and/or partial year Task Orders. The Commanding Officer/Commander may also advance leave for continuing education. The Government will not reimburse the HCW for the cost of any course tuition and/or other related education expense but may choose to reimburse certain reasonable travel expenses using CLIN 0011. The HCW shall provide proof of attendance and successful completion of continuing education to the Commanding Officer/Commander upon request.

C.4.5.2. FOR HCWs AT NAVAL DENTAL CENTER MID-ATLANTIC, NORFOLK, VA AND SUBORDINATE BRANCH DENTAL CLINICS. The Government will neither grant leave nor reimburse the HCW for the cost of any course tuition and/or other related education expense. No reimbursement will be provided under CLIN 0011.

C.4.6. Leave Without Pay.

C.4.6.1. FOR HCWs AT NAVAL DENTAL CENTER CAMP LEJEUNE NC, SUBORDINATE BRANCH DENTAL CLINICS, AND BRANCH DENTAL ANNEXES; NAVAL DENTAL CENTER PARRIS ISLAND SC, SUBORDINATE BRANCH DENTAL AND BRANCH DENTAL ANNEXES INCLUDING BRANCH DENTAL CLINIC MARINE CORPS AIR STATION; AND U.S. ARMY DENTAL ACTIVITY FORT EUSTIS VA, AND SATELLITE DENTAL ACTIVITIES. Upon exhaustion of any leave balance the HCW shall enter a leave without pay (LWOP) status. At the discretion of the Commanding Officer, the Contractor shall provide a qualified replacement for any HCW who has been on LWOP status for a total of 24 hours or more during any Task Order period, equivalently apportioned for part-time employees and/or partial year Task Orders. At the discretion of the Commanding Officer/Commander, LWOP taken in conjunction with maternity leave may not be subject to this limitation.

C.4.6.2. FOR NAVAL DENTAL CENTER CAMP LEJEUNE, NC AND SUBORDINATE ACTIVITIES ONLY. LWOP may be authorized during Clinic closures to coincide with Marine Corps Base guidance/policy when compensatory time is not available.

C.4.6.3. FOR HCWs AT NAVAL DENTAL CENTER MID-ATLANTIC, NORFOLK, VA AND SUBORDINATE BRANCH DENTAL CLINICS. The term, “leave without pay” has no standing as the Contractor’s provides and manages their leave program(s). If the requirements of the staffing schedule are not met, the Government will not reimburse the Contractor for those periods when there was no service.

C.4.7. Maternity Leave.

C.4.7.1. FOR HCWs AT NAVAL DENTAL CENTER CAMP LEJEUNE NC, SUBORDINATE BRANCH DENTAL CLINICS, AND BRANCH DENTAL ANNEXES; NAVAL DENTAL CENTER PARRIS ISLAND SC, SUBORDINATE BRANCH DENTAL AND BRANCH DENTAL ANNEXES INCLUDING BRANCH DENTAL CLINIC MARINE CORPS AIR STATION; AND U.S. ARMY DENTAL ACTIVITY FORT EUSTIS VA, AND SATELLITE DENTAL ACTIVITIES. Up to twelve weeks of maternity “leave without pay” may be granted to the HCW during the period of the Task Order if either of two conditions should occur: (1) the birth of a son or daughter of the HCW and the care of such son or daughter; or, (2) the placement of a son or daughter with the HCW for adoption or foster care. The Commanding Officer/Commander and Contractor will agree on the length of maternity leave. At the option of the Government and pursuant to paragraphs herein, any or all accrued leave (leave with pay) shall be first applied towards maternity leave before going into a leave without pay status.

C.4.7.2. FOR HCWs AT NAVAL DENTAL CENTER MID-ATLANTIC, NORFOLK, VA AND SUBORDINATE BRANCH DENTAL CLINICS. As the Contractor provides and manages leave in accordance with the requirements of the staffing schedules contained in the applicable Attachments, Section H, and the policy(s) in Attachment 025, the Contractor shall manage the maternity leave benefit in accordance with state and federal laws and regulations.

C.4.8. Military Reserve Leave.

C.4.8.1. FOR HCWs AT NAVAL DENTAL CENTER CAMP LEJEUNE NC, SUBORDINATE BRANCH DENTAL CLINICS, AND BRANCH DENTAL ANNEXES; NAVAL DENTAL CENTER PARRIS ISLAND SC, SUBORDINATE BRANCH DENTAL AND BRANCH DENTAL ANNEXES INCLUDING BRANCH DENTAL CLINIC MARINE CORPS AIR STATION; AND U.S. ARMY DENTAL ACTIVITY FORT EUSTIS VA, AND SATELLITE DENTAL ACTIVITIES. Documented military leave for a military reservist is permitted, not to exceed 15 calendar days per 12 month period worked. This leave may be taken intermittently, i.e., one day at a time. Military leave is compensated leave. The HCW shall follow the policy of the DTF with respect to advance notification for scheduled military duties.

C.4.8.2. FOR HCWs AT NAVAL DENTAL CENTER MID-ATLANTIC, NORFOLK, VA AND SUBORDINATE BRANCH DENTAL CLINICS. As the Contractor provides and manages leave in accordance

with the requirements of the staffing schedules contained in the applicable Attachments, Section H, and the policy(s) in Attachment 025, the Contractor shall manage the military reserve leave benefit in accordance with state and federal laws and regulations.

C.4.9. Jury Duty.

C.4.9.1. FOR HCWs AT NAVAL DENTAL CENTER CAMP LEJEUNE NC, SUBORDINATE BRANCH DENTAL CLINICS, AND BRANCH DENTAL ANNEXES; NAVAL DENTAL CENTER PARRIS ISLAND SC, SUBORDINATE BRANCH DENTAL AND BRANCH DENTAL ANNEXES INCLUDING BRANCH DENTAL CLINIC MARINE CORPS AIR STATION; AND U.S. ARMY DENTAL ACTIVITY FORT EUSTIS VA, AND SATELLITE DENTAL ACTIVITIES. Administrative leave may be granted for HCWs selected to serve on jury duty. Requests for jury duty leave shall be submitted to the Commanding Officer/Commander in the same manner as planned leave is requested as soon as jury duty is confirmed. The HCW is required to provide the Commanding Officer/Commander with as much written notice as possible prior to reporting for jury duty, and shall supply documentation regarding the necessity for and the length of absence for jury duty. In those instances where a HCW is in a jury duty status in excess of 15 calendar days, the Contractor shall provide a replacement HCW. A HCW whose position is deemed critical by the Commanding Officer/Commander may be issued a written request for the court to excuse or delay the HCW's jury duty obligation.

C.4.9.2. FOR HCWs AT NAVAL DENTAL CENTER MID-ATLANTIC, NORFOLK, VA AND SUBORDINATE BRANCH DENTAL CLINICS. As the Contractor provides and manages leave in accordance with the requirements of the staffing schedules contained in the applicable Attachments, Section H, and the policy(s) in Attachment 025, the Contractor shall manage the jury duty leave benefit in accordance with state and federal laws and regulations.

C.4.10. Compensatory Time. If compensatory time is either approved by the Government or specifically permitted in individual task orders, compensatory time shall be used within the same invoice period that it is earned unless compensatory time carry over is prospectively approved by the Commanding Officer/Commander. **The requirement in this paragraph (including subparagraphs 4.10.1 and 4.10.2) does not apply to compensatory time either (a) earned as part of an incentive program or (b) for those HCWs at the NAVAL DENTAL CENTER CAMP LEJEUNE, NC and subordinate activities identified in paragraph 3.1.6. above.**

C.4.10.1. In all cases, compensatory time earned in one Task Order period cannot be carried over to another Task Order period.

C.4.10.2. In all cases, all unused compensatory time will be lost, (a) upon termination of the employment of a HCW or, (b) if a HCW changes their employer from one Contractor to another Contractor or, (c) when the loss of a HCW's employment is the result of the Government's decision not to issue a logical follow-on Task Order.

C.5. FAILURE AND/OR INABILITY TO PERFORM.

C.5.1. FOR HCWs AT NAVAL DENTAL CENTER CAMP LEJEUNE NC, SUBORDINATE BRANCH DENTAL CLINICS, AND BRANCH DENTAL ANNEXES; NAVAL DENTAL CENTER PARRIS ISLAND SC, SUBORDINATE BRANCH DENTAL AND BRANCH DENTAL ANNEXES INCLUDING BRANCH DENTAL CLINIC MARINE CORPS AIR STATION; AND U.S. ARMY DENTAL ACTIVITY FORT EUSTIS VA, AND SATELLITE DENTAL ACTIVITIES. Should a HCW be unable to perform duties under any Task Order due to a medical or physical disability for more than their accrued leave balance plus the allowable Leave Without Pay period (24 hours or more during any Task Order period, equivalently apportioned for part-time employees and/or partial year Task Orders), that individual's performance under the Task Order may be suspended by the Contracting Officer until such medical or physical disability is resolved. If performance under the Task Order is so suspended, no reimbursement shall be made to the Contractor for the affected HCW so long as performance is suspended.

C.5.2. FOR HCWs AT NAVAL DENTAL CENTER MID-ATLANTIC, NORFOLK, VA AND SUBORDINATE BRANCH DENTAL CLINICS. Should a HCW be unable to perform duties under any Task

Order due to a medical or physical disability they shall be replaced within 48 calendar hours of notification by the Government. The Contracting Officer may suspend any individual's performance under the Task Order until such medical or physical disability is resolved. If performance under the Task Order is so suspended, no reimbursement shall be made to the Contractor unless the requirements of the staffing schedule are otherwise met.

C.5.3. If the clinical privileges of a HCW have been summarily suspended, the Government reserves the right to suspend any or all services under a Task Order until clinical privileges are reinstated. No reimbursement will be made to the Contractor for the affected HCW so long as performance is suspended.

C.5.4. Any HCW(s) demonstrating impaired judgment will be removed from providing healthcare services. The Government reserves the right to remove any employee who, in the judgment of a licensed physician, is impaired by drugs or alcohol.

C.5.5. Any HCW(s) who has demonstrated an alcohol or drug impairment may be allowed to return to work under the terms of this contract only with prior Government approval.

C.6. CONTRACT STATUS REVIEW (CSR) MEETINGS.

C.6.1. Each 30–90 days during the contract, the Government will require the Contractor to discuss issues germane to the contract. The Government expressly retains the right to require the Contractor to attend face-to-face meetings at the Government's facilities. At these meetings, the Government shall inform the Contractor of any contract or employee-related issues that require corrective action on the part of the Contractor. The Government shall not reimburse the Contractor for the expenses incurred relative to these meetings. At a minimum, these meetings will discuss:

C.6.1.1. New HCWs who have begun providing services since the last CSR. The Government continually evaluates each HCW's (a) personal interaction skills with patients and other staff, (b) their demonstrated fluency in the English language and, (c) their demonstrated familiarity with the equipment, supplies and materiel commonly used in the work site. The Government encourages the Contractor to institute probationary policies for new employees, and

C.6.1.2. Contract administration issues relative to the efficient operation of the clinical setting, and

C.6.1.3. Contractor generated opportunities or innovations aimed at improving services, and

C.6.1.4. Any other item to the mutual benefit of the Contractor and the Government.

C.6.2. The Contractor is advised that these meetings are strictly informational and do not change the terms and conditions of the contract unless the Contracting Officer issues a signed modification.

C.7. CREDENTIALING.

C.7.1. General Information.

C.7.1.1. The Commanding Officer/Commander is the sole authority for granting and revoking clinical privileges. HCWs shall not provide health care services until the Commanding Officer/Commander has granted professional staff membership and clinical privileges. The Commanding Officer/Commander will not grant clinical privileges until the Government determines that credentials information has been satisfactorily verified.

C.7.1.2. For positions at Navy facilities, the Government will not consider exceptions to the Navy credentials review and clinical privileging process as defined by BUMEDINST 6320.66C, subsequent revisions to that instruction, and DTF instructions. The Contractor's failure to nominate HCWs who meet the terms and conditions of this contract, including the requirements of BUMEDINST 6320.66C, shall not excuse non-performance of contract requirements. A copy of BUMEDINST 6320.66C may be obtained at <http://www-nmlc.med.navy.mil/Code02/6320.66Centire.pdf>.

C.7.1.3. For positions at Army facilities, the Government will not consider exceptions to the Army credentials review and clinical privileging process as defined by Army Regulation 40-68 and DTF instructions. The Contractor's failure to nominate HCWs who meet the terms and conditions of this contract, including the requirements of Army Regulation 40-68, shall not excuse non-performance of contract requirements. A copy of Army Regulation 40-68 may be at http://www.army.mil/usapa/epubs/pdf/r40_68.pdf.

C.7.1.4. For positions at Air Force facilities, the Government will not consider exceptions to the Air Force credentials review and clinical privileging process as defined by Air Force Instruction 44-119 and DTF instructions. The Contractor's failure to nominate HCWs who meet the terms and conditions of this contract, including the requirements of Air Force Instruction 44-119, shall not excuse non-performance of contract requirements. A copy of Air Force Instruction 44-119 may be obtained at <https://www.denix.osd.mil/denix/Public/Policy/AF/Instructions/toc.html>.

C.7.1.5. The Government considers the following to be grounds for termination of the contract: HCWs within the DTF who are not currently privileged; HCWs who fail to maintain their privileges; or, HCWs who have privileges suspended or revoked. The Government will make no payment for services provided by such HCWs.

C.7.1.6. The Contractor shall promptly replace any HCW who fails to maintain staff appointment or clinical privileges.

C.7.1.7. HCWs shall provide proof of U.S. Employment Eligibility (**Attachment 019**). No alien shall be allowed to perform services under this contract in violation of the Immigration Laws of the United States.

C.7.1.8. HCWs shall provide a written Personal and Professional Information Sheet (PPIS) and a current resume or Curriculum Vitae as part of the credentialing package.

C.7.1.9. The HCW is responsible for complying with all applicable state licensing regulations. HCWs shall submit all state dental/medical licenses held as part of the credentialing package.

C.7.1.10. Any contract HCW under suspension due to an investigation at any facility or licensing agency shall not be permitted to provide service under this contract. The Contractor shall notify the COR within 24 hours of occurrence of suspension concerning any of its employees. These individuals may only provide services if the Commanding Officer/Commander has subsequently restored privileges.

C.7.1.11. The denial, suspension, limitation, or revocation of clinical privileges based upon practitioner impairment or misconduct will be reported to the appropriate licensing authorities of the state in which each license is held.

C.7.1.12. The Government will appoint a member of Government's Professional Affairs staff to assist the Contractor on all matters relating to credentialing and the application for clinical privileges. The Contractor shall appoint a member of its professional affairs or recruitment staff to coordinate the submission of credentialing information, assuring each file constitutes a complete and valid application for all HCWs.

C.7.1.13. The Government reserves the right to extend the credentials of a HCW who has been granted delineated clinical privileges on a predecessor contract without a new or additional credentialing action. This extension may only occur (a) within the same command and, (b) when there is no increased clinical competency requirement of the HCW and, (c) when there is no significant change in the scope of clinical practice of the HCW and, (d) when there is no gap in performance between the contracts and, (e) when the HCW has had acceptable performance evaluations.

C.7.1.14. Notwithstanding any actions taken or forbore by the Government's representative, the responsibility to provide fully qualified HCWs remains solely with the Contractor. Nothing herein shall limit the Commanding Officer/Commander's decision to deny clinical privileges to HCWs or to revoke clinical privileges already granted.

C.7.1.15. The Contractor shall maintain a complete employment file for each HCW during the life of this contract. This file shall contain, at a minimum, all the documentation submitted to the Government for each employee. This

file and the documents therein shall be kept current and will be made available for Government inspection upon request.

C.7.1.16. The Contractor shall submit a National Practitioner Data Bank Self-Query to the Professional Affairs Department as part of the credentialing package.

C.7.2. Navy Requirements.

C.7.2.1. Individual Credentials Files (ICFs). Following award of a Task Order, the Contractor shall submit to the Professional Affairs Department, via the COR, a completed Individual Credentials File (ICF). The ICF, which will be maintained at the DTF, contains specific information regarding qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in BUMEDINST 6320.66C and subsequent revisions. Section 4 and Appendices B, F and R detail the ICF requirements. ICFs for HCWs who do not currently have an ICF on file at the facility shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those HCWs who currently have an ICF on file, an updated Personal and Professional Information Sheet (PPIS) for Privileged Providers, with notation that a complete up-to-date ICF is on file, shall be submitted no less than 15 days prior to commencement of services.

C.7.2.2. Individual Professional Files (IPFs). Following award of a Task Order, the Contractor shall submit to the Professional Affairs Department, via the COR, a completed Individual Professional File (IPF). The IPF, which will be maintained at the DTF, contains specific information regarding qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in BUMEDINST 6320.66C and subsequent revisions. Section 4 and Appendix S detail the IPF requirements. For those health care personnel who do not currently have an IPF on file at the facility, IPFs shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those personnel who currently have an IPF on file, an updated Personal and Professional Information Sheet (PPIS) for Nonprivileged Providers, with notation that a complete up-to-date IPF is on file, shall be submitted no less than 15 days prior to commencement of services.

C.7.3. Army Requirements.

C.7.3.1. Practitioner's Credentials File (PCF). Following award of a Task Order for Army healthcare services, the Contractor shall submit to the Commander Dental Activity, Fort Eustis, VA via the COR, a completed Practitioner's Credentials File (PCF). The PCF which will be maintained at the DTF, contains the specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in Army Regulation 40-68, 4.11 and subsequent revisions. PCF's for health care practitioners who do not currently have a PCF on file at the facility shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those health care providers who currently have a PCF on file, an updated Personal and Professional Information Sheet (PPIS) for Privileged Providers, with notation that a complete up to date PCF is on file, shall be submitted no less than 15 days prior to commencement of services.

C.7.3.2. Practitioner's Activity File (PAF). Following award of a Task Order for Army healthcare services, the Contractor shall submit to the Commander Dental Activity, Fort Eustis, VA, via the COR, a completed Practitioner's Activity File (PAF). The PAF which will be maintained at the DTF, contains specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and competency as identified in Army Regulation 40-68, 4.12 and subsequent revisions. For those health care personnel who do not currently have a PAF on file at the facility, PAF's shall be submitted at least 30 days prior to commencement of services unless otherwise specified in the individual Task Order. For those personnel who currently have a PAF on file, an updated Personal and Professional Information Sheet (PPIS) for Nonprivileged Providers, with notation that a complete up to date PAF is on file, shall be submitted no less than 15 days prior to commencement of services.

C.7.4. Reserved.

C.7.5. Qualifications Packages.**C.7.5.1. Navy Requirements.**

C.7.5.1.1. The Contractor shall submit a qualifications package to the COR for each HCW who is not required to submit either an Individual Credentials File (ICF) or an Individual Professional File (IPF). Prior to providing services under a Task Order, the COR will verify that each HCW possesses the qualifications of the Task Order.

C.7.5.1.2. The Contractor shall submit all documentation necessary to demonstrate compliance with both the qualification requirements herein (**Attachments 001 through 015** for the minimum quantities) and for any subsequent Task Order. The Contractor shall submit all documentation to the COR per the terms of the Task Order. The COR will retain the Qualifications Package.

C.7.5.2. Army Requirements.

C.7.5.2.1. The Contractor shall submit a qualifications package to the COR for each HCW who is not required to submit either a Practitioner's Credential File (PCF) or a Practitioner's Activity File (PAF). Prior to providing services under a Task Order, the COR will verify that each HCW possesses the qualifications of the Task Order.

C.7.5.2.2. The Contractor shall submit all documentation necessary to demonstrate compliance with both the qualification requirements herein (**Attachments 001 through 015** for the minimum quantities) and for any subsequent Task Order. The Contractor shall submit all documentation to the COR per the terms of the Task Order. The COR will retain the Qualification Package.

C.7.5.3. Reserved.**C.7.6. Interviews.**

C.7.6.1. The Government reserves the right to conduct interviews for HCWs proposed. If interviews will be required, specific information will be contained in the TOPR. **This requirement is not applicable to the Government's Minimum Requirements contained in CLINs 0002 through 0010.**

C.8. GENERAL ADMINISTRATIVE/TRAINING DUTIES AND RESPONSIBILITIES. The HCW shall perform a full range of services on site using Government furnished facilities, equipment and supplies. Actual clinical activity will be a function of the overall demand for these services. All HCWs shall:

C.8.1. Participate in meetings to review and evaluate the care provided to patients, identify opportunities to improve the care delivered, and recommend corrective action when problems exist. Should a meeting occur outside of scheduled working hours, the HCW shall read and initial the minutes of the meeting.

C.8.2. Participate in and/or provide training to students and/or members of the clinical and administrative staff on subjects germane to their specialties.

C.8.3. Demonstrate an awareness and sensitivity to patient/family/significant others' rights and needs.

C.8.4. Demonstrate an awareness of the legal environment inherent in patient care and strive to provide the requisite quality of care to reduce the legal risk in each situation.

C.8.5. Demonstrate appropriate delegation of tasks and duties in the direction and coordination of health care team members, patient care, and Clinic activities and provide training and/or direction as applicable to supporting Government employees assigned to the HCW during performance of duties.

C.8.6. Maintain an awareness of responsibility and accountability for their own professional practice.

C.8.7. Participate in continuing education to meet their individual professional growth.

C.8.8. Attend annual renewal of the following training requirements provided by the Government: family advocacy, disaster training, infection control, sexual harassment, bloodborne pathogens and fire/safety.

C.8.9. Participate in the implementation of the DTF's Family Advocacy Program as directed. Participation shall include, but not be limited to, appropriate standards for examination, documentation, treatment and reporting.

C.8.10. Attend Composite Health Care System (CHCS) and Corporate Information System (CIS) training provided by the Government for a minimum of four (4) hours, up to a maximum of 24 hours.

C.8.11. Adhere to infection control guidelines and practice universal precautions.

C.8.12. Contribute to the safe and effective operation of equipment used in patient care within a safe working environment. This shall include safe practices of emergency procedures, proper handling of hazardous materials and maintaining physical security.

C.8.13. Undergo orientation appropriate to the position. Orientation may be waived for personnel who have previously provided service at the DTF. Orientations include initial training requirements (e.g. fire, safety, infection control, and family advocacy) and information systems orientation (including the Composite Health Care System (CHCS) and the Ambulatory Data System (ADS)). The Government reserves the right to adjust orientation schedules to meet mission and workload requirements. In addition, HCWs identified as CHCS Super-users shall undergo additional training. Requirements for these CHCS Super-users will be specified in individual TOPRs.

C.8.14. HCWs AT NAVAL DENTAL CENTER MID-ATLANTIC NORFOLK VA AND SUBORDINATE BRANCH DENTAL CLINICS. HCWs shall gain and maintain certification in BLS for infant, child and adult CPR as stated in Section H. The DTF will not provide recertification.

C.9. GENERAL PROVISIONS APPLICABLE TO ALL HCWs.

C.9.1. HCWs shall comply with Executive Order 12731, October 17, 1990, (55 Fed. Reg. 42547), Principles of Ethical Conduct for Government Officers and Employees. HCWs shall also comply with Department of Defense (DoD) other Government regulations implementing this Executive Order.

C.9.2. HCWs shall become acquainted with and obey all station regulations, shall perform in a manner to preclude the waste of utilities, and shall not use Government telephones for personal business. All motor vehicles operated on these installations by HCWs shall be registered with the base security service according to applicable directives. Eating by HCWs is prohibited in patient care areas/Clinics and is restricted to designated areas. Smoking is prohibited in all Clinic facilities.

C.9.3. HCWs are NOT prohibited, by reason of employment under this contract, from conducting a private practice or other employment so long as there is no conflict with the performance of duties under this contract. However, such private practice or other such employment shall not be conducted during those hours that the HCW is required to provide services under this contract. HCWs shall make no use of Government facilities or property in connection with such other employment.

C.9.4. HCWs shall be neat, clean, well groomed, and in appropriate clothing when in patient care and public areas. All clothing shall be free of visible dirt and stains, and shall fit correctly. Fingernails shall be clean and free from dirt and hair shall be neatly trimmed and combed. HCWs shall display an identification badge, which includes the HCW's full name and professional status (furnished by the Government) on the right breast of the outer clothing. Security badges provided by the Government shall be worn when on duty.

C.9.5. Military Service Secretaries have determined that the illegal possession or use of drugs and paraphernalia in a military setting contributes directly to military drug abuse and undermines Command efforts to eliminate drug abuse among military personnel. The policy of the Department of Defense is to deter and detect drug offenses on

military installations. Measures to be taken to identify drug offenses on military installations, and to prevent introduction of illegal drugs and paraphernalia, include routine random inspection of vehicles while entering or leaving, with drug detection dogs when available, and random inspection of personal possessions on entry or exit. If there is probable cause to believe that a HCW has been engaged in use, possession, or trafficking of drugs, the HCW may be detained for a limited period of time until he/she can be removed from the installation or turned over to local law enforcement personnel having jurisdiction. When illegal drugs are discovered in the course of an inspection or search of a vehicle operated by a HCW, the HCW and vehicle may be detained for a reasonable period of time necessary to surrender the individual and vehicle to appropriate civil law enforcement personnel. Action may be taken to suspend, revoke, or deny clinical privileges as well as installation driving privileges. Implicit with the acceptance of this contract is the agreement by the HCW to comply with all Federal and State laws as well as regulations issued by the Commander of the military installation concerning illegal drugs and paraphernalia.

C.9.6. All financial, statistical, personnel, and technical data which are furnished, produced or otherwise available to the Contractor during the performance of this contract are considered confidential business information and shall not be used for purposes other than performance of work under this contract. Such data shall not be released by the Contractor without prior written consent of the COR. Any presentation of any statistical or analytical materials, or any reports based on information obtained from studies covered by this contract, will be subject to review and approval by the COR before publication or dissemination.

C.9.7. Services provided under this contract shall be performed in accordance with all State, County, Department of Defense, Navy, Army and Air Force (as applicable), dental treatment facility guidelines and reporting requirements. Services provided under this contract shall be performed in accordance with DoD, military services, and DTF instructions, policies and procedures, and all applicable State and local laws.

C.9.8. Comply with the standards of the Joint Commission, applicable provisions of law and the rules and regulations of any and all governmental authorities pertaining to:

C.9.8.1. Licensure and/or regulation of healthcare personnel in treatment facilities, and

C.9.8.2. The regulations and standards of professional practice of the treatment facility, and

C.9.8.3. The bylaws of the treatment facility's professional staff.

END OF SECTION C

SECTION E Inspection and Acceptance**E.1. INSPECTION AND ACCEPTANCE TERMS**

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	N/A

E.2. CLAUSES INCORPORATED BY REFERENCE:

52.246-4	Inspection Of Services--Fixed Price	AUG 1996
52.252-2	Clauses Incorporated By Reference	FEB 1998

E.3. INSPECTION AND ACCEPTANCE

(a) The Contracting Officer's duly authorized representative, the Contracting Officer's Representative(s), will perform inspection and acceptance of services to be provided.

(b) For the purposes of this clause, the names of the Contracting Officer's Representatives will be assigned in each individual Task Order issued.

(c) Inspection and acceptance will be performed at the locations listed in the position specific Statements of Work provided as attachments to this solicitation, or in subsequent task orders.

END OF SECTION E

SECTION F Deliveries or Performance

F.1. DELIVERY INFORMATION

CLINS	DELIVERY DATE	UNIT OF ISSUE	QUANTITY	FOB	SHIP TO ADDRESS
0001				Dest.	

F.2. CLAUSES INCORPORATED BY REFERENCE:

52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay Of Work	APR 1984
52.252-2	Clauses Incorporated By Reference	FEB 1998

F.3. 252.246-7000 MATERIAL INSPECTION AND RECEIVING REPORT (DEC 1991)

At the time of each delivery of supplies or services under this contract, the Contractor shall prepare and furnish to the Government a material inspection and receiving report in the manner and to the extent required by Appendix F, Material Inspection and Receiving Report, of the Defense FAR Supplement.

DISTRIBUTION

<u>Addressee</u>	<u>No. of Copies</u>
For CLINS 0002AA – 0006 Naval Dental Center Mid-Atlantic 1647 Taussig Blvd ATTN : Ms. Wanda Matlock Norfolk, VA 23511-2896	ORIGINAL AND THREE (3) COPIES
For CLINS 0007AA – 0008AB Commanding Officer 2d Dental Battalion/Naval Dental Center ATTN: DTCS Gregory A. Bullock 315 McHugh Blvd., Rm 5A Camp Lejeune, NC 28547-2508	ORIGINAL AND THREE (3) COPIES
For CLINS 0009AA – 0009AC Naval Dental Center ATTN: LCDR De La Ossa PO Box 19701 Parris Island, SC 29905-97001	ORIGINAL AND THREE (3) COPIES
For CLINS 0010AA – 0010AC HQS, U. S. Army Dental Activity ATTN: Percy Long – Admin Officer/COR 1563 Jackson Ave. Ft Eustis, VA 23604 -5569	ORIGINAL AND THREE (3) COPIES

F.4. PERIOD OF PERFORMANCE

Performance under the initial Task Orders (CLINs 0002 through 0010) shall be 1 February 2003 through 30 September 2003. The period of performance for subsequent orders will be specified in each Task Order.

F.5. PLACE OF PERFORMANCE

The specific locations of services to be furnished will be identified in each Task Order. For the initial Task Orders, the place of performance will be as follows:

CLIN 0002AA (Dentist) Naval Dental Center Mid-Atlantic, Norfolk and subordinate Branch Dental Clinics **CLIN 0002AB** (Dental Hygienist) Naval Dental Center Mid-Atlantic, Norfolk and subordinate Branch Dental Clinics; **CLIN 0003** (Dental Assistant) Naval Dental Center Mid-Atlantic, Norfolk and subordinate Branch Dental Clinics; **CLIN 0004** (Dental Assistant) Naval Dental Center Mid-Atlantic, Norfolk and subordinate Branch Dental Clinics; **CLIN 0005** (Dental Laboratory Technician) Naval Dental Center Mid-Atlantic, Norfolk and subordinate Branch Dental Clinics; **CLIN 0006** (Dental Laboratory Technician) Naval Dental Center Mid-Atlantic, Norfolk and subordinate Branch Dental Clinics; **CLIN 0007AA** (Dental Hygienist) Second Dental Battalion/Naval Dental Center, Camp Lejeune; **CLIN 0007AB** (Dental Hygienist) Branch Dental Clinic Cherry Point; **CLIN 0008AA** (Dental Assistant) Second Dental Battalion/Naval Dental Center, Camp Lejeune; **CLIN 0008AB** (Dental Assistant) Branch Dental Clinic Cherry Point; **CLIN 0009AA** (Dentist) Naval Dental Center Parris Island; **CLIN 0009AB** (Dental Hygienist) Naval Dental Center Parris Island; **CLIN 0009AC** (Dental Assistant) Naval Dental Center Parris Island; **CLIN 0010AA** (Dental Hygienist) U.S. Army Dental Activity, Tignor Dental Clinic, Fort Eustis; **CLIN 0010AB** (Dental Hygienist) U.S. Army Dental Activity, Fort Monroe Dental Clinic; **CLIN 0010AC** (Dental Hygienist) U.S. Army Dental Activity, Fort Story Dental Clinic.

END OF SECTION F

SECTION G Contract Administration Data

G.1 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The Contracting Officer's Representative(s) (CORs), will be assigned at time of award of each individual Task Order. They shall perform the duties set forth in Clause E.2 of this solicitation, in accordance with the clause at Section I.12, CONTRACTING OFFICER'S REPRESENTATIVE, (DFARS 252.201-7000). The Contracting Officer's Representative(s) are hereby designated the technical representatives of the Contracting Officer for the purpose of conducting all technical liaisons with the contractors. Such technical representatives are not authorized to direct or consent to any deviation from the specifications, scope of work and/or terms and conditions of this contract. Accordingly, no deviations thereto may be made without the prior written approval of the Contracting Officer.

G.2 CONTRACTS POINT OF CONTACT

(a) The contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been without the authority to do so and no adjustment will be made in the contract price to cover the increase in charges incurred as a result thereof. The name of the Principal Contracting Officer is **Mr. Ralph Payne**.

(b) The name and address of the Contract Specialist who is the point of contact prior to and after award is:

NAVAL MEDICAL LOGISTICS COMMAND
ATTN: Code 02, John Singley
1681 Nelson Street
FORT DETRICK, MD 21702-9203
(301) 619-2059 [No collect calls]

G.3. INVOICING INSTRUCTIONS AND PAYMENT FOR SERVICES

(a) The contractor shall submit invoices in quadruplicate with a copy of the applicable Material Inspection and Receiving Report, DD Form 250, signed by the cognizant Government representative, stating thereon the name and title of the Government representative to whom delivery was made and the date of such delivery or period of performance.

(b) Invoices shall be submitted every two weeks to:

For CLINS 0002AA – 0006

Naval Dental Center Mid-Atlantic
1647 Taussig Blvd
ATTN : Ms. Wanda Matlock
Norfolk, VA 23511-2896

ORIGINAL AND THREE (3)
COPIES

For CLINS 0007AA – 0008AB

Commanding Officer
2d Dental Battalion/Naval Dental Center
ATTN: DTCS Gregory A. Bullock
315 McHugh Blvd., Rm 5A
Camp Lejeune, NC 28547-2508

ORIGINAL AND THREE (3)
COPIES

For CLINS 0009AA – 0009AC

Naval Dental Center

ATTN: LCDR De La Ossa

PO Box 19701

Parris Island, SC 29905-97001

ORIGINAL AND THREE (3)
COPIES

For CLINS 0010AA – 0010AC

HQS, U. S. Army Dental Activity

ATTN: Percy Long – Admin Officer/COR

1563 Jackson Ave.

Ft Eustis, VA 23604 –5569

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COPIES

Or

FOR CLINs 0011AA – 0022, as specified in each Task Order.

(c) The Government shall process invoices every two weeks for payment.

END OF SECTION G

SECTION H Special Contract Requirements

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1. TASK ORDER PROCEDURES. The Government intends to award at least 3 multiple indefinite delivery, indefinite quantity (ID/IQ) contracts resulting from the issuance of this solicitation. Services will be procured via the award of Task Orders issued against the basic contract. There are two procedures to be followed for the submission of offers for award of initial and subsequent Task Orders.

H.1.1. INITIAL TASK ORDERS. The Government intends to award initial Task Orders to each offeror selected for contract award. Price Business proposals for initial Task Orders must be submitted with each offeror's contract proposal and must be responsive to the Government requirements detailed herein. Initial Task Orders will order the contract minimum quantity of services (**CLINs 0002 through 0010**) required from each contract awardee. The type of services to be procured, as well as position-specific statements of work for the initial Task Orders are provided as **Attachments 001 through 015**. Price Business Proposals for initial Task Orders must be submitted with the offeror's response to this solicitation.

H.1.1.1. PROVISION OF PERSONNEL TO SATISFY THE GOVERNMENT'S MINIMUM REQUIREMENTS. Awardees of initial Task Orders for the Government's minimum requirements (**CLINs 0002 through 0010**) will be required to propose specific personnel within 30 days following contract award (or as specified in the Task Order) to satisfy the minimum quantity of healthcare workers (HCWs). Awardees shall submit the contractually required evidence that each of the proposed HCWs meet the requirements specified in Section C, Section H, and **Attachments 001 through 015**. Failure to meet the 30-day requirement (or as specified in the Task Order) may result in termination of the Task Order. Additionally, failure to submit complete packages within 30 days following contract award (or as specified in the Task Order) may be considered as negative past performance information that may jeopardize the award of future Task Orders, and/or may result in termination of the contract.

H.1.2. SUBSEQUENT TASK ORDERS. The Government intends to order additional services, up to the stated contract maximum quantities in **CLINs 0013 through 0022** throughout the term of this contract. Special procedures and regulations apply to the award of subsequently awarded Task Orders. These procedures are provided below.

H.1.2.1. FAIR OPPORTUNITY FOR CONSIDERATION. One or more Task Orders may be issued during the performance period of this contract. The Government will provide all Contractors a, "fair opportunity for consideration". "Fair opportunity" is not the same evaluation process used to make the initial award of the IDIQ contracts. In accordance with FAR 16.505(b), the Contracting Officer will give each Contractor a "fair opportunity" to be considered for each order in excess of \$2,500 unless one of the exceptions below applies.

H.1.2.1.1. EXCEPTIONS TO FAIR OPPORTUNITY FOR CONSIDERATION. Contractors will not be given a fair opportunity to be considered for Task Orders which are expected to exceed \$2,500 when the Contracting Officer determines one of the following conditions apply:

H.1.2.1.1.1. The agency need for services is of such urgency that providing such an opportunity would result in unacceptable delays and/or,

H.1.2.1.1.2. Only one awardee is capable of providing the services required at the level of quality required because the services ordered are unique or highly specialized and/or,

H.1.2.1.1.3. The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to a Task Order already issued under this contract, provided that all awardees were given fair opportunity to be considered for the original order. For the purposes of this contract, the Contracting Officer may negotiate a sole source logical follow-on Task Order with the current Contractor providing previously competed services. In the event an increase in the amount of previously competed services is required by the Government, the contracting officer may negotiate a sole source logical follow-on Task Order with the current Contractor provided the required

additional services do not represent more than one full time equivalent position or 20% of the total competed labor hours for the affected labor category (categories), whichever is greater. A sole source logical follow-on must be for the same type of service previously competed at the same location(s). When deciding whether to negotiate a sole source logical follow-on Task Order with the current Contractor, consideration will be given to the Contractor's past performance, continuity of HCW services, and price and/or,

H.1.2.1.1.4. It is necessary to place an order to satisfy a minimum quantity.

H.1.2.2. TASK ORDER PROPOSAL REQUESTS (TOPRs). Contractors will generally be given 30 days to prepare responses that shall always include pricing and, if specified, a technical proposal. The due date for responses to TOPRs will be set forth in each TOPR. **If an awardee is unable to submit a proposal in response to a TOPR, they shall provide the Contracting Officer with a brief written statement as to why. This statement is due on the closing date for proposals under that TOPR. PLEASE NOTE: Failure to submit a response to a TOPR may be considered negative past performance information and may jeopardize the award of future Task Orders to that Contractor.** The process for requesting responses to TOPRs, evaluating each Contractor's proposal, selecting an awardee for each Task Order, issuing the Task Order, and the commencement of services under each Task Order is described below.

H.1.2.2.1. PROPOSAL SUBMISSION IN RESPONSE TO TOPRs. All Contractors shall submit a price proposal that shall include a completed Supplemental Pricing Worksheet for each position. The price proposal shall be forwarded to the Contracting Officer, Naval Medical Logistics Command **ONLY**. Certified cost or pricing data is not required for individual TOPRs.

H.1.2.2.2. PAST PERFORMANCE REVIEWS. All TOPRs require a review of past performance. The Government may either elect to base this past performance review on available information or require Contractors to submit a Technical Proposal detailing relevant past performance information under contracts issued by commercial and/or Government agencies other than Naval Medical Logistics Command or FISC Norfolk Detachment, Philadelphia, PA. In the absence of such experience, the Contractor(s) shall provide an affirmative statement to that effect. Technical proposals shall be forwarded as specified in the TOPR.

H.1.2.2.3. TECHNICAL QUALIFICATIONS OF HCWs. The TOPR may also require Contractors to submit information regarding the technical qualifications of the HCW(s) proposed under the TOPR. Specific technical requirements will be provided in each TOPR. Technical qualification submissions shall be forwarded as specified in the TOPR.

H.1.2.2.4. TOPR DESCRIPTION. The Contracting Officer will issue a written TOPR and forward it to all Contractors unless one of the exceptions to the Fair Opportunity for Consideration listed above applies. The TOPR will include, as a minimum, the following information:

- a. The due date for proposal submission, and
- b. A description of the services, and
- c. The specific ranking factors, and
- d. The place of performance, and
- e. The period of performance, and
- f. The number of personnel required, and
- g. Any additional instructions for proposal submission not contained in this section, and
- h. Any other information deemed appropriate by the Contracting Officer, such as the minimum qualification requirements for the HCWs.

H.1.2.2.5. PLACING ORDERS. The Contracting Officer is not required to prepare formal evaluation plans, score offers, post notice in the Commerce Business Daily or hold discussions or negotiations with each Contractor. The Contracting Officer does not have to comply with the competition rules in Part 6 of the Federal Acquisition Regulations and does not have to conduct discussions before issuing a Task Order. However, there will always be an internal record based on the particular requirements of each Task Order detailing why a particular Contractor provided the best value to the Government.

H.1.2.2.5.1. PROTESTS OF TASK ORDER AWARDS. Issues arising from the placement of orders are not protestable to the General Accounting Office unless the protestor alleges that the order exceeded the value, scope, or period of the contract.

H.1.2.2.5.2. CONTRACTING OFFICER'S BROAD DISCRETION. Task Orders may be awarded to other than the lowest priced Contractor and, the Contracting Officer has broad discretion in determining which Contractor should receive a Task Order. Proposed price, timeliness, and past performance will always be considered and, if specified in the TOPR, the technical qualifications of the HCW. These four factors are equally important unless otherwise specified in the TOPR. Additional information regarding these factors includes:

H.1.2.2.5.2.1. THE PROPOSED PRICE OF THE TASK ORDER. The factors to be considered in evaluating proposed prices are:

- a. Completeness: All price information required by the TOPR has been submitted and tracks from Section B of the contract, and
- b. Reasonableness: The degree to which the proposed prices compare to the price that a reasonable, prudent person would expect to incur for the same or a similar service, and
- c. Realism: The offeror's CLIN/SLIN prices and information provided on the Supplemental Pricing Worksheets will be used in the evaluation of the offeror's proposal. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation and the average compensation for best value determinations. The offeror's CLIN/SLIN prices and supplemental pricing worksheets will be examined to identify unusually low cost estimates, understatements of costs, inconsistent pricing patterns, potential misunderstandings of the solicitation requirements, and the related risk of personnel recruitment and retention problems during contract performance.

H.1.2.2.5.2.2. THE TIMELINESS OF A CONTRACTOR'S SUBMISSION IN RESPONSE TO THE TOPR. A Contractor's response to a TOPR may not be considered for award if it is submitted later than the date and time specified in the TOPR,

H.1.2.2.5.2.3. PAST PERFORMANCE. The Government will always review the Contractor's past performance under this contract. In addition, if specified in individual TOPRs, the Government reserves the right to perform a comprehensive review of the Contractor's record of past performance in a format specified within that TOPR under any other contracts with similar scope, magnitude and complexity. The Government will never restrict its past performance evaluation to information submitted by each Contractor but will always consider any other information in its possession from this contract or any other contracts; scope, magnitude and complexity considered. This past performance evaluation will include a review of performance problems, management problems, timeliness of services, realism and reasonableness of prices, HCW turnover (substitutions), shift fill rates, and the overall quality of HCWs provided. Additionally the Government will evaluate the Contractor's performance with respect to completeness and timeliness of credentials packages and their success fulfilling the requirements of the Task Order.

H.1.2.2.5.2.4. THE TECHNICAL QUALIFICATIONS OF THE HCW(S) PROPOSED. If specified in the TOPR, the Contractor shall submit technical qualifications for the HCW(s) proposed under the Task Order. Unless otherwise specified in the TOPR, the general quality ranking factors of HCWs are:

- a. Quality and quantity of education/training and experience as it relates to the duties in the Task Order, and
- b. Letter(s) of recommendation that address such items as clinical skills, professionalism or specific areas of expertise, and
- c. Additional certifications and licensures, as specified in the TOPR, and as related to the service being performed, and

d. Continuing education as it relates to the maintenance of the professional skill, knowledge and ability required by the TOPR, and

e. Position specific enhancing factors including, but not limited to, previous experience in military medical/dental facilities or advanced degrees.

H.1.2.2.6. TASK ORDER AWARD.

H.1.2.2.6.1. ISSUING TASK ORDERS. Upon completion of the evaluation of each Contractor's price and technical (if required) proposals, the Contracting Officer will issue a Task Order to the Contractor whose proposal is most advantageous to the Government considering the evaluation factors specified in either within this section or within the TOPR.

H.1.2.2.6.2. CANCELING PROPOSED TASK ORDERS. In the event issues pertaining to a proposed Task Order cannot be resolved to the satisfaction of the Contracting Officer, the Contracting Officer reserves the right to cancel the proposed Task Order. In such event, each Contractor will be notified, in writing, of the Contracting Officer's decision. This decision shall be final and conclusive and shall not be subject to either the "Disputes" clause or the "Contract Disputes Act".

H.1.2.2.7. COMMENCEMENT OF PERFORMANCE UNDER A TASK ORDER. Upon award, a Task Order will be transmitted to the awardee on a DD Form 1155.

H.1.2.2.7.1. 30-DAY PERFORMANCE REQUIREMENT. Approved HCWs must begin performance not later than 30 days after the Contracting Officer's execution of the Task Order unless either otherwise stated in the Task Order or upon the mutual agreement of the Contractor and the Government.

H.1.2.2.7.2. FAILURE TO BEGIN PERFORMANCE WITH APPROVED HCWs. If a previously approved HCW cannot begin performance on the Task Order, the Contractor shall notify the Contracting Officer immediately. The Contractor may or may not be given the opportunity to propose a new HCW and, failure to begin performance with the approved HCW may result in termination of the Task Order and re-consideration of the other proposals received in response to the TOPR. The Government reserves the right to terminate the contract and/or Task Order for default if the awardee fails to begin performance as required by the Task Order.

H.2. OMBUDSMAN. The Ombudsman will (a) review complaints from Contractors regarding Task Order awards and (b) ensure that all Contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contract. The Ombudsman for this contract is the Navy Competition Advocate General. Contractors are encouraged to settle their complaints through the Competition Advocate chain of command, seeking review by the Command Competition Advocate at the Naval Medical Logistics Command before taking their complaints to the Navy Competition Advocate General. The Naval Medical Logistics Command's Competition Advocate can be reached at (301) 619-2158 or at the following address:

Naval Medical Logistics Command
ATTN: Executive Officer
1681 Nelson Street
Fort Detrick, MD 21702-9203
Fax Number: (301) 619-7430

H.3. PRIOR WRITTEN PERMISSION REQUIRED FOR SUBCONTRACTS. None of the services required by this contract shall be subcontracted to or performed by persons other than the Contractor or the Contractor's employees without the prior written consent of the Contracting Officer.

H.4. RESTRICTION ON THE USE OF GOVERNMENT-AFFILIATED PERSONNEL. Without the written approval of the Contracting Officer, the Contractor shall not use, in the performance of this contract, any U.S. Government employees or persons currently providing services on other Department of Defense contracts.

H.5. SUBSTITUTION OF PERSONNEL. All substitutions and substitution requests shall be processed in accordance with this section.

H.5.1. USE OF TECHNICALLY ACCEPTABLE PERSONNEL. The Contractor agrees to provide service under each Task Order using only HCW(s) whose qualifications, education and experience have been deemed technically acceptable by the Government.

H.5.2. SUBSTITUTIONS.

H.5.2.1. The Contractor, without the express consent of the Contracting Officer, shall make no personnel substitutions. Substitutions made without the express consent of the Contracting Officer may be considered negative past performance information and may jeopardize the award of future Task Orders.

H.5.2.2. No personnel substitutions shall be permitted during the period beginning with Task Order award and continuing through the first 30 days of Task Order performance, unless a HCW's unexpected illness, injury, death or termination of employment necessitates them. Should one of these events occur, the Contractor shall promptly notify the Contracting Officer and provide the documentation required in the paragraph immediately below.

H.5.2.3. The Contractor shall submit all substitution requests in writing, providing a detailed explanation of the circumstances necessitating the proposed personnel replacement. The Contractor shall also demonstrate that the substitute HCW possesses the qualifications, education and experience that meet the minimum requirements in this contract and in the position specific Statement of Work contained in the Task Order and any other information required by the Contracting Officer. The Contracting Officer will evaluate all substitution requests and promptly notify the Contractor of the approval or disapproval thereof.

H.5.3. GOVERNMENT'S RIGHT TO TERMINATE OR RE-COMPETE. The Government retains the right to terminate and re-compete a new TOPR if any of the following apply:

H.5.3.1. The substitution is made without the express consent of the Contracting Officer, or

H.5.3.2. The substitution has the potential to degrade the quality and/or quantity of healthcare required from the Contractor, or

H.5.3.3. The substitution has degraded the quality and/or quantity of healthcare required from the Contractor.

H.6. PERSONNEL QUALIFICATIONS. The Contractor is required to provide personnel having certain minimum qualifications, education and experience. Proof that each candidate meets these requirements shall be provided within the Contractor's response to the TOPR. Unique (i.e. position specific) requirements are provided within the position specific Statements of Work furnished as **Attachments 001 through 015** to this contract. Additionally, the following general requirements apply to all individuals providing services under this contract:

H.6.1. GENERAL REQUIREMENTS FOR ALL HCWs.

H.6.1.1. PROOF OF U.S. EMPLOYMENT ELIGIBILITY (Attachment 019). No alien shall provide services under this contract in violation of the Immigration Laws of the United States.

H.6.1.2. REPRESENT AN ACCEPTABLE MALPRACTICE RISK TO THE DEPARTMENT OF DEFENSE. Health and dental care providers and practitioners shall submit a signed, detailed statement of prior or pending malpractice claims and an explanation of disposition of each claim.

H.6.1.3. LANGUAGE SKILLS. HCWs shall read, write, speak, and understand the English language with sufficient fluency to maintain effective communication skills with patients, staff and other members of the healthcare industry.

H.6.1.4. Maintain certification in American Heart Association Basic Life Support (BLS) for Healthcare Providers; American Heart Association Healthcare Provider Course; American Red Cross CPR (Cardio Pulmonary Resuscitation) for the Professional Rescuer; or, equivalent. In the event an otherwise qualified HCW does not possess this certification and the DTF elects to provide it, the Government reserves the right to deduct 4 hours of compensated service. This deduction shall apply to initial certification only; consideration will be based upon the specific HCW's CLIN/SLIN. The Government may provide recertification.

H.6.1.5. COMPUTER SKILLS COMPETENCY. The Contractor shall submit proof of Computer Skills Competency prior to each healthcare worker providing services under each Task Order. The Contractor shall use the Computer Skills Competency Form shown in **Attachment 020**.

H.6.1.6. SEMI-ANNUAL EVALUATIONS. Each HCW will be evaluated at least semi-annually on their performance and their adherence to the requirements of this contract. Additional (i.e. special) evaluations may be performed to correct clinical or other performance deficiencies identified by the Government. The totality of semi-annual performance evaluations, any special evaluations, memoranda of counseling sessions, and any other documentation generated by the Government will constitute the Government's complete evaluation of an HCW.

H.6.2. REGULATORY COMPLIANCE REQUIREMENTS.

H.6.2.1. PHYSICAL EXAMINATION. The HCW shall obtain, at Contractor expense, a statement from the HCW's physician or a report of a physical examination within 60 days prior to the date of the Task Order. This statement or report shall indicate whether or not the HCW is free from mental or physical impairments that would restrict them from providing the services described herein. HCWs hired after Task Order start shall provide a physical examination statement or report obtained within 60 days prior to performance of services. Expenses for all required tests and/or procedures shall be borne by the Contractor at no expense to the Government. Statements from the HCW's physician shall contain the following information:

"Having performed a physical examination on the person named below on **(insert date)**, the following findings are true and accurate:

1. **(Name of HCW)** is suffering from no physical disability that restricts them from providing services as a **(HCW's specialty)**.
2. **(Name of HCW)** is not suffering from sexually transmitted or other contagious diseases, which restricts them from providing services as a **(HCW's specialty)**.
3. **(Name of HCW)** has (circle the applicable number):
 - 3a. Received at least three doses of recombinant hepatitis 3 vaccine currently licensed in the United States, or
 - 3b. Received an initial dose of the hepatitis B vaccine. The vaccine series shall be completed within 6 months of the employee start date, or
 - 3c. Provided documentation of the HCW's waiver which declines the hepatitis B vaccine as set forth in OSHA guidelines (declination on the basis of religious convictions or medical contraindications only), or
 - 3d. Provided evidence of immunologically effective anti-HB levels in lieu of proof of recombinant hepatitis B vaccines. Assays must be performed in a Laboratory accredited by the American Society of clinical Pathologists (ASCP) and/or the College of American Pathologists (CAP).
4. **(Name of HCW)** shows immunity to Measles, Mumps and Rubella (MMR); varicella immune status; and a current PPD reading or evaluation as specified herein."

(signed)
Examining Physician

Examining Physician Information:

Name:

Address:

Telephone:

H.6.2.2. PERSONAL HEALTH REQUIREMENTS. Prior to performance under this contract, HCWs who have patient contact:

H.6.2.2.1. Must show immunity to Measles, Mumps and Rubella (MMR) through Serological testing which shows sero-positivity to MMR or proof of vaccination. Persons born prior to 1957 must have received one dose of MMR vaccine; persons born in 1957 or later must have received two doses of MMR vaccine, and

H.6.2.2.2. Shall provide evidence of varicella immune status or a statement of history of chicken pox, and

H.6.2.2.3. Must provide a current Purified Protein Derivative (PPD) reading or an evaluation if they are a known PPD sero-converter. The Contractor is responsible for any expenses incurred for required testing and the PPD reading shall be performed annually.

H.6.2.3. IMMUNIZATION REQUIREMENTS. HCWs shall be immunized annually with influenza vaccine in accordance with the applicable MTF/DTF instruction currently in effect. Although the Government will provide this influenza vaccine, it may be obtained at another facility with the HCW bearing the total cost. If not immunized by the Government, the HCW shall show proof of vaccination. If the HCW chooses to be immunized by the Government, they shall sign a waiver in accordance with MTF rules and regulations. If the HCW declines the immunization, they must provide a waiver stating the reason for the declination. Declinations based on either the HCW's religious convictions or medical contraindications (as documented by a qualified healthcare provider) only shall be permitted.

H.6.2.4. PERSONAL HEALTH EXAMINATIONS. HCWs shall agree to undergo other personal health examinations and other such medical and dental examinations at any time during the term of this contract, as the Commanding Officer/Commander deems necessary for preventive medicine, quality assurance, or privileging purposes. The Government will provide these examinations. If the Contractor chooses, a private physician or dentist may provide these examinations at no expense to the Government. If a private physician or dentist provides these examinations, reports and findings shall be provided to the Commanding Officer/Commander upon request to the Contractor.

H.6.2.5. BLOODBORNE PATHOGEN ORIENTATION PROGRAM. HCWs shall participate in the Command's Bloodborne Pathogen Orientation Program. The HCW shall also participate in all required annual training and in periodic training for all procedures that have the potential for occupational exposure to bloodborne pathogens.

H.6.2.6. MANAGEMENT OF HIV POSITIVE HCWs. HIV positive HCWs will be managed in accordance with the current Centers for Disease Control (CDC) guidelines and Section 503 of the Rehabilitation Act (29 U.S.C. Section 793) and its implementing regulations (41 CFR Part 60-741).

H.6.2.7. PREVENTION OF THE TRANSMISSION OF THE HIV VIRUS. HCWs shall comply with the CDC's "Universal Precautions" for the prevention of the transmission of the HIV virus.

H.6.2.8. MANAGING THE CLINICAL RISK IN THE WORK ENVIRONMENT. The work environment inherently involves risks typically associated with the performance of clinical oral procedures. The HCW may be exposed to contagious disease, infections and flying dental debris requiring the wearing of protection such as sterile gloves, masks and eyeglasses.

H.7. CRIME CONTROL ACT OF 1990 REQUIREMENT.

H.7.1. CRIMINAL BACKGROUND CHECK REQUIREMENTS. Section 21 of the Crime Control Act of 1990, 42 U.S.C. 13041, as amended by Section 1094 of Public Law 1-02-190, requires every facility operated by the Federal Government (or operated under contract with the Federal Government) that hires (or contracts to hire) individuals involved in the provision of child care services to assure that all existing and newly-hired employees undergo a criminal background check. The term “child care services” is defined to include health and mental health care.

H.7.2. GOVERNMENT’S CONDUCT OF CRIMINAL BACKGROUND CHECKS. The Government will conduct criminal background checks on all HCW’s providing child care services under this contract based on fingerprints of HCWs obtained by a Government law enforcement officer and inquiries conducted through the Federal Bureau of Investigation (FBI) and State criminal history repositories. In doing so the Government shall follow the procedures set forth in DOD Instruction 1402.5.

H.7.3. CONTRACTOR’S RESPONSIBILITY FOR REASONABLE AND NECESSARY ASSISTANCE. Within 30 days after contract award, the Contractor and all HCWs shall provide all reasonable and necessary assistance to the Government, including compliance with the employment application requirements set forth in 42 U.S.C. 13041(d). Upon receipt of the results of a background check, the Contractor further agrees to undertake a personnel action in accordance with 42 U.S.C. 13041(c), when appropriate.

H.7.4. EXEMPTIONS. With written recommendation from the Commanding Officer/Commander, and the approval one level above the Contracting Officer, a HCW may be permitted to perform work under this contract prior to the completion of a background check, provided the HCW is within line-of-sight and continuous supervision of an individual with a successful background check.

H.7.5. RIGHTS OF CONTRACTOR HCWs. HCWs shall have the right to obtain a copy of any background check pertaining to themselves and to challenge the accuracy and completeness of the information contained in the report.

H.8. LIABILITY INSURANCE. Before commencing work under a contract, the Contractor shall certify to the Contracting Officer in writing that the required insurance has been obtained. The following insurance as referenced in FAR 28.307, is the minimum insurance required:

H.8.1. General Liability - Bodily injury liability insurance coverage written on the comprehensive form of policy of at least: \$500,000 per occurrence.

H.8.2. Automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

H.8.3. Worker’s compensation and employer’s liability. Contractors are required to comply with applicable Federal and State Workers’ compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer’s liability section of the insurance policy, except when Contractor operations are so commingled with a Contractor’s commercial operations that it would not be practical to require this coverage. Employer’s liability coverage of at least \$100,000 shall be required, except in States with exclusive or monopolistic funds that do not permit workers, compensation to be written by private carriers.

H.9. INCENTIVE AWARDS.

H.9.1. Cash Incentives

H.9.1.1. The Government reserves the right to make cash incentive awards to HCWs via the Contractor. These awards will be site or position specific and will be based on the Government's best business practice plan to minimize turnover, maximize the mission of the command and/or reward exemplary work. Cash incentive plans are contained in **Attachment 007** for the Government's minimum quantities in **CLINs 0005 and 0006**. Incentive Plans may also be contained in Task Orders for the **CLINs 0013 through 0022** as outlined in subsequent TOPRs.

H.9.1.2. Section B, **CLIN 0012** has a, "Not to Exceed" or "NTE" fixed incentive fee amount which will be funded in subsequent TOPRs if those TOPRs contain cash incentive awards. NTE fixed incentive fee amount can only be changed with a written modification to the Task Order issued by the Contracting Officer.

H.9.1.3. The Government will obligate the total incentive fee amount at the beginning of the Task Order. The Contracting Officer will authorize the Contractor, in writing, to invoice for any incentive fee earned during the performance periods detailed in the Incentive Plan.

H.9.1.4. Evaluation procedures and criteria and scoring procedures shall be set forth in each Incentive Plan, as included with position specific statements of work or each subsequent TOPR.

H.9.1.5. If an incentive award is made, the Contractor shall pass the awards to the applicable HCW(s). The Contractor further agrees to only take deductions from the incentive awards to remain in compliance with the laws and regulations of the Internal Revenue Service, state, and local taxation authorities including the Contractor's contributions to these taxes and/or fees. However, in no case shall the amount paid to the HCW be reduced further.

H.9.2. Non-Cash Incentives

H.9.2.1. The Government reserves the right to make non-cash incentive awards directly to HCWs. These awards will be site or position specific and will be based on the Government's best business practice plan to minimize turnover, maximize the mission of the command and/or reward exemplary work. As an example, non-cash incentive awards may include, but are not limited to, paid "time off" to healthcare workers, preferential parking privileges, additional training, etc. If time off is given, this time off is in addition to any leave granted and accrued by the HCW. Incentive plans are contained in **Attachment 003 and 005** for the Government's minimum quantities in **CLINs 0003 and 0004**. Incentive Plans may also be contained in Task Orders for the **CLINs 0013 through 0022** as outlined in subsequent TOPRs.

H.9.2.2. Evaluation procedures and criteria and scoring procedures will be set forth in each Incentive Plan, as included with position specific statements of work or each subsequent TOPR.

H.9.2.3. If an incentive award is made, the Government will pass the awards directly to the HCW(s). The Government will also inform the Contractor when non-cash incentive awards are granted because HCW performance is an important criteria in evaluating a Contractor's past performance, issuing logical follow-on task orders, and awarding subsequent task orders.

H.10. REIMBURSABLE TRAVEL EXPENSES.

H.10.1. As directed by the Government, HCWs may be required to travel to provide services, attend training or attend Government specified conferences when in the best interest of the Government and patient care. Travel, if required, will be detailed within the TOPR and the Contractor shall include in its TOPR response a proposed amount to cover its anticipated outlay of reasonable travel expenses, to include, as applicable, lodging, per diem, public transportation charges, mileage allowance, tolls and Contractor overhead. The Task Order issued by the Government using **CLIN 0011** shall provide a negotiated Not-to-Exceed (NTE) amount that shall constitute a firm limitation on the Government's obligation to reimburse the Contractor for these expenses using the appropriate SLIN within **CLIN 0011**. The COR will determine the reasonableness of all costs incurred. When questions arise, the Government's Joint Travel Regulations (JTR) shall always be followed. The following shall also apply:

H.10.1.1. **CLIN 0011** (and the appropriate SLIN) shall not be used for expenses related to training including, but not limited to reimbursement for courses taken. These expenses are the sole responsibility of the Contractor, and

H.10.1.2. The Government will not issue Government Travel Orders to the HCW, and

H.10.1.3. Government contract air carriers and the Government's contract airfares are not available to the HCW, and

H.10.1.4. The JTR shall serve as the basis for the upper cost limits for lodging, per diem, miscellaneous expenses and mileage reimbursement if a privately owned vehicle is authorized, and

H.10.1.5. The Government retains the right to direct the mode of travel including the availability and size of rental cars, and

H.10.1.6. The COR will specify the DTF's procedure to document that the travel was completed and that the expenses were actually incurred, and

H.10.1.7. All reimbursements will be retrospective, payable only upon presentation of a properly prepared invoice to the COR (as specified herein). In reviewing invoices under which the Contractor seeks reasonable reimbursement under CLIN 0011, the COR shall use the Government's Joint Travel Regulation (JTR) <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml> as a guide. Expenses higher than the amounts allowed under the JTR will be considered unreasonable in the absence of additional justification from the Contractor, and

H.10.1.8. The Government reserves the right to require additional documentation, including memoranda from the HCW performing the travel.

H.10.2. The requirements for reimbursable travel expenses do not apply to the Contract Status Review meetings required in Section C of this contract. If the Government invokes that requirement, the Contractor agrees to bear the total risk and cost for the travel, lodging, per diem, rental cars, etc. required to attend Contract Status Review meetings. The Government will not reimburse the Contractor for any related expenses.

H.11. CONTRACTOR MANAGED PERSONAL LEAVE.

H.11.1. For the location(s) specified in Section C, paragraph 4.4, the Contractor shall manage the accrual and use of personal leave for their HCWs. The Contractor's attention is further directed to the requirements of Section C, paragraph 1.4 with respect to their scheduling HCWs for more than 8 compensated hours per day.

H.11.2. In all cases, services shall be provided in accordance with the Staffing Schedule(s) contained within the applicable Position Specific Statements of Work (**Attachments 001 through 015**) and Attachment 025 and subordinate attachments (i.e. 025A, 025B, etc). The Contractor bears the sole responsibility and assumes any and all risk for meeting the requirements of the Staffing Schedule(s). It is further agreed that the Contractor assumes any and all risk as to the accuracy of its leave accrual and management procedures.

H.11.3. The Government will notify the Contractor if the Staffing Schedule requirements are not being/have not been met; however, the Government will neither track HCW leave use nor maintain leave balances for HCWs.

H.11.4. The Contractor may, at their discretion, contact Government points of contact to determine the number, type, and/or name of the HCWs present for duty. In all cases, the Government will respond to requests in a timely manner. However, the Government retains the right to respond at a time that does not interfere with normal patient care or clinic operations. Government points of contact will be provided following contract award.

H.11.5. The Contractor may offer overtime to certain HCWs to fill otherwise unfilled scheduled hours of service so long as all the following conditions apply:

H.11.5.1. In no case shall the amount of hours worked exceed 50 hours per consecutive 7-day period or 96 hours per consecutive 14 day period, and

H.11.5.2. In no case shall an individual HCW provide more than 10 consecutive hours of service, and

H.11.5.3. In no case shall the HCW's continued employment be contingent upon their accepting this overtime assignment, and

H.11.5.4. The parties agree that the Contractor is solely responsible for complying with state and/or local wage and overtime compensations laws as described herein, and

H.11.5.5. The parties agree that **the Contractor shall not look to the Government** for additional reimbursement beyond the price already contained on the applicable CLIN/SLIN for that labor category.

H.12. CONTRACTOR MANAGEMENT PLANS

H.12.1. Offeror's are advised that the Government will include their management plan submissions into contracts awarded as a result of this solicitation. The term "management plan" is defined herein and includes the offeror's initial submission, responses to questions answered during the solicitation period, any amendment language, and any/all supplemental/discussion submissions provided by the offeror at the direction of the Government. As part of the awarded contracts, these plans will then be binding on the ultimate Contractor(s). Plans are referenced in Section J and will be included as Attachment 025.

END OF SECTION H

SECTION I Contract Clauses

CLAUSES INCORPORATED BY REFERENCE:

52.202-1 Alt I	Definitions (Dec 2001) --Alternate I	MAY 2001
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	JUL 1995
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 1997
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.216-22	Indefinite Quantity	OCT 1995
52.219-6	Notice Of Total Small Business Set-Aside	JUL 1996
52.219-6 Alt I	Notice of Total Small Business Set-Aside (Jul 1996) - Alternate I	OCT 1995
52.219-14	Limitations On Subcontracting	DEC 1996
52.222-3	Convict Labor	AUG 1996
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	FEB 1999
52.222-35	Equal Opportunity For Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-44	Fair Labor Standards And Service Contract Act - Price Adjustment	MAY 1989
52.223-5	Pollution Prevention and Right-to-Know Information	APR 1998
52.223-6	Drug Free Workplace	MAY 2001
52.223-14	Toxic Chemical Release Reporting	OCT 2000
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	JUL 2000
52.227-1	Authorization and Consent	JUL 1995
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	JAN 1991
52.229-5	Taxes--Contracts Performed In U S Possessions Or Puerto Rico	APR 1984
52.232-3	Payments under Personal Services Contracts	APR 1984
52.232-8	Discounts For Prompt Payment	MAY 1997
52.232-11	Extras	APR 1984
52.232-17	Interest	JUN 1996
52.232-23	Assignment Of Claims	JAN 1986
52.232-25	Prompt Payment	MAY 2001
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	MAY 1999
52.233-1 Alt I	Disputes (Dec 1998) - Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995

52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.244-6	Subcontracts for Commercial Items	DEC 2001
52.245-2 Alt I	Government Property (Fixed-Price Contracts) (Dec 1989) - Alternate I	APR 1984
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	MAR 1999
252.203-7002	Display Of DOD Hotline Poster	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.205-7000	Provisions Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7000	Acquisition From Subcontractors Subject To On-Site Inspection Under The Intermediate Range Nuclear Forces (INF) Treaty	NOV 1995
252.215-7000	Pricing Adjustments	DEC 1991
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.243-7001	Pricing Of Contract Modifications	DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the date of contract award through a date to be determined, but not exceeding 60 months beginning with the initial start of contract services, or until all maximum quantities have been ordered, whichever occurs first.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$1000.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of 100,000 hours per individual Line Item;

(2) Any order for a combination of items in excess of the maximum total requirement for this contract; or

(3) A series of orders from the same ordering office within 14 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 30 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.222-37 EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (DEC 2001)

(a) Unless the Contractor is a State or local government agency, the Contractor shall report at least annually, as required by the Secretary of Labor, on--

(1) The number of special disabled veterans, the number of veterans of the Vietnam era, and other eligible veterans in the workforce of the Contractor by job category and hiring location; and

(2) The total number of new employees hired during the period covered by the report, and of the total, the number of special disabled veterans, the number of veterans of the Vietnam era, and the number of other eligible veterans; and

(3) The maximum number and the minimum number of employees of the Contractor during the period covered by the report.

(b) The Contractor shall report the above items by completing the Form VETS-100, entitled "Federal Contractor Veterans" Employment Report (VETS-100 Report)".

(c) The Contractor shall submit VETS-100 Reports no later than September 30 of each year beginning September 30, 1988.

(d) The employment activity report required by paragraph (a)(2) of this clause shall reflect total hires during the most recent 12-month period as of the ending date selected for the employment profile report required by paragraph (a)(1) of this clause. Contractors may select an ending date--

(1) As of the end of any pay period between July 1 and August 31 of the year the report is due; or

(2) As of December 31, if the Contractor has prior written approval from the Equal Employment Opportunity Commission to do so for purposes of submitting the Employer Information Report EEO-1 (Standard Form 100).

(e) The Contractor shall base the count of veterans reported according to paragraph (a) of this clause on voluntary disclosure. Each Contractor subject to the reporting requirements at 38 U.S.C. 4212 shall invite all special disabled veterans, veterans of the Vietnam era, and other eligible veterans who wish to benefit under the affirmative action program at 38 U.S.C. 4212 to identify themselves to the Contractor. The invitation shall state that--

(1) The information is voluntarily provided;

(2) The information will be kept confidential;

(3) Disclosure or refusal to provide the information will not subject the applicant or employee to any adverse treatment; and

(4) The information will be used only in accordance with the regulations promulgated under 38 U.S.C. 4212.

(f) The Contractor shall insert the terms of this clause in all subcontracts or purchase orders of \$25,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

Dental Assistant GS-05

(End of clause)

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

52.249-12 TERMINATION (PERSONAL SERVICES) (APR 1984)

The Government may terminate this contract at any time upon at least 15 days' written notice by the Contracting Officer to the Contractor. The Contractor, with the written consent of the Contracting Officer, may terminate this contract upon at least 15 days' written notice to the Contracting Officer.

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

(a) "Definition. Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

(End of clause)

252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION.(NOV 2001)

(a) Definitions.

As used in this clause--

(1) Central Contractor Registration (CCR) database means the primary DoD repository for contractor information required for the conduct of business with DoD.

(2) Data Universal Numbering System (DUNS) number means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) Data Universal Numbering System +4 (DUNS+4) number means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) Registered in the CCR database means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding Commercial and Government Entity (CAGE) code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

(2) The offeror shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an offeror ineligible for award.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements by calling 1-888-227-2423, or via the Internet at <http://www.ccr.gov>.

(End of clause)

252.242-7000 POSTAWARD CONFERENCE (DEC 1991)

The Contractor agrees to attend any postaward conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation subpart 42.5.

(End of clause)

SECTION J List of Documents, Exhibits and Other Attachments

SECTION J – ATTACHMENTS

<u>ATTACH</u>	<u>POSITION TITLE/LOCATION</u>
001	Dentist, Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics
002	Dental Hygienist, Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics
003	Incentive Plan, Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics, Full-time Dental Hygienists
004	Dental Assistant, Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics
005	Incentive Plan, Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics, Full-time Dental Assistants
006	Dental Laboratory Technician, Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics
007	Incentive Plan, Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics, Dental Laboratory Technician Services
008	Dental Hygienist, Second Dental Battalion/Naval Dental Center Camp Lejeune NC, subordinate Branch Dental Clinics and Branch Dental Annexes
009	Dental Assistant, Second Dental Battalion/Naval Dental Center Camp Lejeune NC, subordinate Branch Dental Clinics and Branch Dental Annexes
010	General Dentist, Naval Dental Center Parris Island SC, subordinate Branch Dental Clinics and Branch Dental Annexes
011	Dental Hygienist, Naval Dental Center Parris Island SC, subordinate Branch Dental Clinics and Branch Dental Annexes
012	Dental Assistant, Naval Dental Center Parris Island SC, subordinate Branch Dental Clinics and Branch Dental Annexes
013	Dental Hygienist, U.S. Army Dental Activity Tignor Dental Clinic, Fort Eustis VA
014	Dental Hygienist, U.S. Army Dental Activity Fort Monroe Dental Clinic, Fort Monroe VA
015	Dental Hygienist, U.S. Army Dental Activity Fort Story Dental Clinic, Fort Story VA
016	Service Contract Act Wage Determinations
017	Notional Task Order NTO0001, Central Sterile Supply Technician, Naval Dental Center, Camp Lejeune NC
018	Notional Task Order NTO0002, Endodontist, Langley Air Force Base VA

- 019** Proof of U.S. Employment Eligibility
- 020** Computer Skills Competency Form
- 021** Electronic File Format; Offeror's Past Performance Information
- 022** Electronic File Format; Sample Supplemental Pricing Worksheets
- 023** Current Contract Prices
- 024** Electronic File Format; Offeror's Management Plan
- 025** Successful Offeror's Management Plan(s) **NOTE:** This attachment will be appended at the time of award to include the management plan(s) for each contract awarded. As an example, if 3 contracts are awarded, the successful offeror's management plan(s) will be appended as Attachment 025A, 025B and 025C, etc.
- 026** The Contract Administration Plan

END OF SECTION J

**ATTACHMENT 001
GENERAL DENTIST
NAVAL DENTAL CENTER MID-ATLANTIC NORFOLK VA, AND SUBORDINATE BRANCH DENTAL
CLINICS**

1. LABOR CATEGORY.

1.1. The Contractor shall provide **GENERAL DENTIST** services as referenced in Section B, **CLIN 0002**.

2. PLACE OF PERFORMANCE. The HCW shall provide services for the Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics

3. DUTY HOURS. HCWs shall provide service(s) as specified in the document that follows this attachment entitled, "Staffing Schedule 001". For HCWs providing 6 or less hours of compensated service, no meal or break time is permitted. For HCWs providing 6.5 to 7.99 hours of compensated service, a 30-minute uncompensated meal or break time is permitted. For HCWs providing 8-10 hours of compensated service, a 60-minute uncompensated meal or break time is permitted.

4. ABSENCES AND LEAVE.

4.1. The Contractor shall provide and manage the leave benefit as stated in the basic contract. No leave is provided by the Government.

4.2. Holiday leave and compensation is in accordance with Section C of the basic contract.

5. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the Professional Affairs Coordinator, Naval Dental Center Mid-Atlantic Norfolk VA (via the COR) 30 days prior to performing services under this contract. HCWs shall also complete an Individual Credentials File (ICF) as stated in the Section C of the basic contract.

6. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

6.1. Direct supporting Government employees assigned to them during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW performs limited administrative duties, which include maintaining statistical records of workload and participating in clinical staff quality assurance functions and in-service training functions at the prerogative of the Commanding Officer.

6.2. Become familiar with and follow Navy standardized concepts of Phased Dentistry and Managed Dental Care.

6.3. Perform other duties consistent with the normal duties of a General Dentist as directed by the Commanding Officer.

7. SPECIFIC DUTIES/RESPONSIBILITIES OF GENERAL DENTISTS ARE AS FOLLOWS:

7.1. The HCW shall perform a full range of clinical dentistry procedures, within the scope of clinical privileges granted by the Commanding Officer, on-site using Government furnished facilities, supplies, and equipment. Caseload occurs as a result of either scheduled or unscheduled requirements for care. HCW productivity is expected to be comparable with that of other General Dentists assigned to the same facility and scope of practice.

7.2. Routine workload is scheduled by the treatment facility. Primary workload is a result of appointments generated by patient activity through the Comprehensive General Dentistry Department or scheduled through the DTF. Workload also occurs as a result of unscheduled (emergent or patient walk-in) requirements for care. The

HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans. The HCW shall provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. The HCW has sole responsibility for the quality and timeliness of preparation of dental records and reports for procedures performed and care provided. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to staff specialists for consultative opinions and continuation of care. The HCW shall also provide care to patients that other staff providers have referred for consultation and treatment.

8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR GENERAL DENTISTS REQUIRED PRIOR TO WORK ASSIGNMENT:

8.1. A doctorate in dentistry from an accredited dental school approved by the Council on Dental Education of the American Dental Association (ADA).

8.2. A current, unrestricted license to practice dentistry in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.

8.3. Experience as a General Dentist of at least 12 months within the preceding 36 months, **OR** have received a doctorate in dentistry from an accredited dental school approved by the Council on Dental Education of the American Dental Association (ADA) within the preceding 12 months.

8.4. Successful completion of at least 12 classroom hours of continuing dental education, which maintain skills and knowledge as a General Dentist within the preceding 18 months, **OR** have received a doctorate in dentistry from an accredited dental school approved by the Council on Dental Education of the American Dental Association (ADA) within the preceding 12 months.

8.5. Letters of recommendation.

8.5.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

8.5.2. For healthcare workers whom are not incumbents under Navy contracts, letters of recommendation from three practicing dentists and/or professors attesting to their clinical skills, patient rapport, etc. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. Reference letters must have been written within the preceding three years.

**STAFFING SCHEDULE 001
GENERAL DENTIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC DAM NECK**

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400		6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri
0600						1100					
0700	2	2	2	2	0	1200	0	0	0	0	0
0800	2	2	2	2	0	1300	0	0	0	0	0
0900	2	2	2	2	0	1400	0	0	0	0	0
1000	2	2	2	2	0	1500	0	0	0	0	0
1100	2	2	2	2	0	1600	0	0	0	0	0
1200	2	2	2	2	0	1700	0	0	0	0	0
1300						1800					
1400											
Hours of Service	12	12	12	12	0	Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800						
	Mon	Tue	Wed	Thu	Fri						
0600											
0700	0	0	0	0	0						
0800	0	0	0	0	0						
0900	0	0	0	0	0						
1000	0	0	0	0	0						
1100	0	0	0	0	0						
1200	0	0	0	0	0						
1300	0	0	0	0	0						
1400	0	0	0	0	0						
1500											
1600											
1700											
1800											
Hours of Service	0	0	0	0	0						

STAFFING SCHEDULE 001
GENERAL DENTIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC OCEANA

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	3	3	3	3	0		1200	1	1	1	1	0
0800	3	3	3	3	0		1300	1	1	1	1	0
0900	3	3	3	3	0		1400	1	1	1	1	0
1000	3	3	3	3	0		1500	1	1	1	1	0
1100	3	3	3	3	0		1600	1	1	1	1	0
1200	3	3	3	3	0		1700	1	1	1	1	0
1300							1800	↓				
1400	↓											
Hours of Service	18	18	18	18	0		Hours of Service	6	6	6	6	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	0	0	0	0	0							
0800	0	0	0	0	0							
0900	0	0	0	0	0							
1000	0	0	0	0	0							
1100	0	0	0	0	0							
1200	0	0	0	0	0							
1300	0	0	0	0	0							
1400	0	0	0	0	0							
1500												
1600												
1700												
1800	↓											
Hours of Service	0	0	0	0	0							

**STAFFING SCHEDULE 001
GENERAL DENTIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC LITTLE CREEK**

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	3	3	3	3	0		1200	1	1	1	1	0
0800	3	3	3	3	0		1300	1	1	1	1	0
0900	3	3	3	3	0		1400	1	1	1	1	0
1000	3	3	3	3	0		1500	1	1	1	1	0
1100	3	3	3	3	0		1600	1	1	1	1	0
1200	3	3	3	3	0		1700	1	1	1	1	0
1300							1800	↓				
1400	↓											
Hours of Service	18	18	18	18	0		Hours of Service	6	6	6	6	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	0	0	0	0	0							
0800	0	0	0	0	0							
0900	0	0	0	0	0							
1000	0	0	0	0	0							
1100	0	0	0	0	0							
1200	0	0	0	0	0							
1300	0	0	0	0	0							
1400	0	0	0	0	0							
1500												
1600												
1700												
1800	↓											
Hours of Service	0	0	0	0	0							

STAFFING SCHEDULE 001
GENERAL DENTIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC NORFOLK

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	4	4	4	4	0		1200	2	2	2	2	0
0800	4	4	4	4	0		1300	2	2	2	2	0
0900	4	4	4	4	0		1400	2	2	2	2	0
1000	4	4	4	4	0		1500	2	2	2	2	0
1100	4	4	4	4	0		1600	2	2	2	2	0
1200	4	4	4	4	0		1700	2	2	2	2	0
1300							1800	↓				
1400	↓											
Hours of Service	24	24	24	24	0		Hours of Service	12	12	12	12	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	0	0	0	0	0							
0800	0	0	0	0	0							
0900	0	0	0	0	0							
1000	0	0	0	0	0							
1100	0	0	0	0	0							
1200	0	0	0	0	0							
1300	0	0	0	0	0							
1400	0	0	0	0	0							
1500												
1600												
1700												
1800	↓											
Hours of Service	0	0	0	0	0							

ATTACHMENT 002
POSITION SPECIFIC STATEMENT OF WORK
DENTAL HYGIENIST
NAVAL DENTAL CENTER MID-ATLANTIC NORFOLK VA, AND SUBORDINATE BRANCH DENTAL CLINICS

1. LABOR CATEGORY.

1.1. The Contractor shall provide **DENTAL HYGIENIST** services as referenced in Section B, **CLIN 0002**.

2. PLACE OF PERFORMANCE. The HCW shall provide services for the Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics

3. DUTY HOURS. HCWs shall provide service(s) as specified in the document that follows this attachment entitled, "Staffing Schedule 002". For HCWs providing 6 or less hours of compensated service, no meal or break time is permitted. For HCWs providing 6.5 to 7.99 hours of compensated service, a 30-minute uncompensated meal or break time is permitted. For HCWs providing 8-10 hours of compensated service, a 60-minute uncompensated meal or break time is permitted.

4. ABSENCES AND LEAVE.

4.1. The Contractor shall provide and manage the leave benefit as stated in the basic contract. No leave is provided by the Government.

4.2. Holiday leave and compensation is in accordance with Section C of the basic contract.

5. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the Professional Affairs Coordinator, Naval Dental Center Mid-Atlantic Norfolk VA (via the COR) 30 days prior to performing services under this contract. HCWs shall also complete an Individual Professional File (IPF) as stated in the Section C of the basic contract.

6. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

6.1. Become familiar with and follow Navy standardized concepts of Phased Dentistry and Managed Dental Care.

6.2. Maintain continuing education throughout the term of the contract.

6.3. Direct supporting Government employees assigned to him or her during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of his or her clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer.

7. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL HYGIENISTS ARE AS FOLLOWS:

7.1. Routine workload is scheduled by the DTF. Primary workload is a result of appointments generated by patient activity through the Comprehensive General Dentistry Department or scheduled through the DTF. The HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans, provision of mandated surveillance and preventive services and, the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to staff specialists for consultative opinions and continuation of care. The HCW shall also provide care to patients that other staff providers have referred for consultation and treatment.

- 7.2.** Review and complete preliminary dental examinations for new periodontal and recall patients. Oversee and manage periodontal patient recall programs.
- 7.3.** Review patient's medical and dental history for evidence of past and present conditions such as medical illnesses and use of drugs that may complicate or modify dental hygiene treatment.
- 7.4.** Examine teeth and surrounding tissues for evidence of caries and periodontal disease, and then record findings.
- 7.5.** Inspect head and neck, examine mouth, throat and pharynx for evidence of disease such as oral cancer and/or soft tissue pathosis.
- 7.6.** Expose, develop and interpret radiographs to identify tooth structure, periodontal support and other abnormalities such as periodontal bone loss, periapical pathosis, caries, defective restorations, improper tooth contours and contact relationships.
- 7.7.** Refer suspected medical conditions, hard and soft tissue abnormalities, caries, periapical and periodontal pathosis and traumatic or suspicious lesions to the dental officer for evaluation.
- 7.8.** Perform pit and fissure sealant applications.
- 7.9.** Develop dental hygiene treatment plans for patients including assessment of the problem, type and extent of treatment required and sequence of appointments to complete treatments.
- 7.10.** Obtain blood pressure on patients presenting for treatment.
- 7.11.** Perform complete oral prophylaxis and non-surgical periodontal treatment on ambulatory patients using ultrasonic and hand instruments.
- 7.12.** Perform subgingival scaling, root planing and curettage under local anesthesia administered by a dental officer and perform topical fluoride applications.
- 7.13.** Treat acute necrotizing ulcerative gingivitis.
- 7.14.** Polish teeth and apply disclosing solutions, fluorides, desensitizing agents and other topical medications to the teeth for the purpose of controlling caries and dentinal hypersensitivity.
- 7.15.** Clean and polish removable dental appliances worn by patients.
- 7.16.** Maintain patient records in accordance with JCAHO and DTF requirements.
- 7.17.** Comply with applicable quality assurance standards for preventive dentistry.
- 7.18.** Instruct patients, individually and in group seminars, in proper oral hygiene using a variety of aids such as models of teeth, slides, toothbrushes, floss, disclosing tablets, mirrors, interproximal brushes and rubber tips.
- 7.19.** Plan and adapt oral home care techniques to the specific need of the individual patient.
- 7.20.** Explain causes of caries and periodontal disease to patients and the importance of nutrition in maintaining dental and systemic health.
- 7.21.** Monitor, supervise and assist in training dental technicians involved in direct patient care to perform scaling, prophylaxes, polishing procedures, fluoride applications and oral home care instructions. This may include preparing and presenting scheduled lectures to staff.

- 7.22. Maintain a record of patient treatment and number of patients treated.
- 7.23. Record oral condition of teeth and supporting tissues, type of therapy provided and progress notes.
- 7.24. Clean and maintain instruments and ensure their sterility.
- 7.25. Treat acute necrotizing ulcerative gingivitis.
- 7.26. Assist in Oral Diagnosis Sick Call to include exposing and developing periapical, bitewing and panoramic radiographs.
- 7.27. Provide oral prophylaxis, preventive dentistry procedures and non-surgical periodontal therapy.
- 7.28. Clean and maintain work area, including light mopping, to meet the Clinic's standards.
- 7.29. Be assigned other duties consistent with the normal duties of a dental hygienist as directed by the Commanding Officer/Commander to include, but not limited to, participating in command quality improvement and assurance meetings.
- 7.30. Administration of local anesthesia (infiltration and block anesthesia) is not a required qualification; however, if the appropriate background training and credentials exist, clinical privileges may be granted.

8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL HYGIENISTS.

- 8.1. Possess a degree or certificate in dental hygiene from a school of dental hygiene approved by the Council on Dental Education of the American Dental Association (ADA).
- 8.2. Hold a current, unrestricted license to practice dental hygiene in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.
- 8.3. Experience as a dental hygienist for at least 12 months within the preceding 24 months, **OR** have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 8.4. Either (a) successfully complete at least 12 classroom hours of continuing dental hygiene education within the preceding 18 months which maintain skills and knowledge in dental hygiene and preventive dentistry **OR** (b) have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 8.5. Letters of recommendation.
 - 8.5.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.
 - 8.5.2. For healthcare workers whom are not incumbents under Navy contracts, letters of recommendation from three practicing dentists attesting to the HCW's clinical skills. If a recent graduate per 8.3. above, the three letters of recommendation may be either from practicing dentists or from faculty members where the dental hygiene degree was received. Reference letters must have been written within the preceding three years and must include name, title, phone number, date of reference, address and signature of individual providing reference.

**STAFFING SCHEDULE 002
DENTAL HYGIENIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC DAM NECK**

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400		6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri
0600 ↑						1100 ↑					
0700	1	1	1	1	0	1200	0	0	0	0	0
0800	1	1	1	1	0	1300	0	0	0	0	0
0900	1	1	1	1	0	1400	0	0	0	0	0
1000	1	1	1	1	0	1500	0	0	0	0	0
1100	1	1	1	1	0	1600	0	0	0	0	0
1200	1	1	1	1	0	1700	0	0	0	0	0
1300						1800 ↓	0	0	0	0	0
1400 ↓											
Hours of Service	6	6	6	6	0	Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800						
	Mon	Tue	Wed	Thu	Fri						
0600 ↑											
0700	1	1	1	1	1						
0800	1	1	1	1	1						
0900	1	1	1	1	1						
1000	1	1	1	1	1						
1100	1	1	1	1	1						
1200	1	1	1	1	1						
1300	1	1	1	1	1						
1400	1	1	1	1	1						
1500											
1600											
1700											
1800 ↓											
Hours of Service	8	8	8	8	8						

STAFFING SCHEDULE 002
DENTAL HYGIENIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC NAS OCEANA

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	0	0	0	0	0		1200	0	0	0	0	0
0800	0	0	0	0	0		1300	0	0	0	0	0
0900	0	0	0	0	0		1400	0	0	0	0	0
1000	0	0	0	0	0		1500	0	0	0	0	0
1100	0	0	0	0	0		1600	0	0	0	0	0
1200	0	0	0	0	0		1700	0	0	0	0	0
1300							1800	↓	0	0	0	0
1400	↓											
Hours of Service	0	0	0	0	0		Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	3	3	3	3	3							
0800	3	3	3	3	3							
0900	3	3	3	3	3							
1000	3	3	3	3	3							
1100	3	3	3	3	3							
1200	3	3	3	3	3							
1300	3	3	3	3	3							
1400	3	3	3	3	3							
1500												
1600												
1700												
1800	↓											
Hours of Service	24	24	24	24	24							

STAFFING SCHEDULE 002
DENTAL HYGIENIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC LITTLE CREEK

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600							1100					
0700	0	0	0	0	0		1200	0	0	0	0	0
0800	0	0	0	0	0		1300	0	0	0	0	0
0900	0	0	0	0	0		1400	0	0	0	0	0
1000	0	0	0	0	0		1500	0	0	0	0	0
1100	0	0	0	0	0		1600	0	0	0	0	0
1200	0	0	0	0	0		1700	0	0	0	0	0
1300							1800	0	0	0	0	0
1400												
Hours of Service	0	0	0	0	0		Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600												
0700	3	3	3	3	3							
0800	3	3	3	3	3							
0900	3	3	3	3	3							
1000	3	3	3	3	3							
1100	3	3	3	3	3							
1200	3	3	3	3	3							
1300	3	3	3	3	3							
1400	3	3	3	3	3							
1500												
1600												
1700												
1800												
Hours of Service	24	24	24	24	24							

STAFFING SCHEDULE 002
DENTAL HYGIENIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC NORFOLK

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	0	0	0	0	0		1200	0	0	0	0	0
0800	0	0	0	0	0		1300	0	0	0	0	0
0900	0	0	0	0	0		1400	0	0	0	0	0
1000	0	0	0	0	0		1500	0	0	0	0	0
1100	0	0	0	0	0		1600	0	0	0	0	0
1200	0	0	0	0	0		1700	0	0	0	0	0
1300							1800	↓	0	0	0	0
1400	↓											
Hours of Service	0	0	0	0	0		Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	23	23	23	23	23							
0800	23	23	23	23	23							
0900	23	23	23	23	23							
1000	23	23	23	23	23							
1100	23	23	23	23	23							
1200	23	23	23	23	23							
1300	23	23	23	23	23							
1400	23	23	23	23	23							
1500												
1600												
1700												
1800	↓											
Hours of Service	184	184	184	184	184							

STAFFING SCHEDULE 002
DENTAL HYGIENIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC NORTHWEST

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	1	1	1	1	0		1200	0	0	0	0	0
0800	1	1	1	1	0		1300	0	0	0	0	0
0900	1	1	1	1	0		1400	0	0	0	0	0
1000	1	1	1	1	0		1500	0	0	0	0	0
1100	1	1	1	1	0		1600	0	0	0	0	0
1200	1	1	1	1	0		1700	0	0	0	0	0
1300							1800	↓	0	0	0	0
1400	↓											
Hours of Service	6	6	6	6	0		Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	0	0	0	0	0							
0800	0	0	0	0	0							
0900	0	0	0	0	0							
1000	0	0	0	0	0							
1100	0	0	0	0	0							
1200	0	0	0	0	0							
1300	0	0	0	0	0							
1400	0	0	0	0	0							
1500												
1600												
1700												
1800	↓											
Hours of Service	0	0	0	0	0							

STAFFING SCHEDULE 002
DENTAL HYGIENIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC SUPSHIPS

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600							1100					
0700	0	0	0	0	0		1200	0	0	0	0	0
0800	0	0	0	0	0		1300	0	0	0	0	0
0900	0	0	0	0	0		1400	0	0	0	0	0
1000	0	0	0	0	0		1500	0	0	0	0	0
1100	0	0	0	0	0		1600	0	0	0	0	0
1200	0	0	0	0	0		1700	0	0	0	0	0
1300							1800	0	0	0	0	0
1400												
Hours of Service	0	0	0	0	0		Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600												
0700	1	1	1	1	1							
0800	1	1	1	1	1							
0900	1	1	1	1	1							
1000	1	1	1	1	1							
1100	1	1	1	1	1							
1200	1	1	1	1	1							
1300	1	1	1	1	1							
1400	1	1	1	1	1							
1500												
1600												
1700												
1800												
Hours of Service	8	8	8	8	8							

STAFFING SCHEDULE 002
DENTAL HYGIENIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC NNSY

	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800			6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400		
	Fri	Thu	Wed	Tue	Mon			Fri	Thu	Wed	Tue	Mon		
0600							1100							
0700	0	0	0	0	0		1200	0	0	0	0	0	0	
0800	0	0	0	0	0		1300	0	0	0	0	0	0	
0900	0	0	0	0	0		1400	0	0	0	0	0	0	
1000	0	0	0	0	0		1500	0	0	0	0	0	0	
1100	0	0	0	0	0		1600	0	0	0	0	0	0	
1200	0	0	0	0	0		1700	0	0	0	0	0	0	
1300							1800	0	0	0	0	0	0	
1400														
Hours of Service	0	0	0	0	0		Hours of Service	0	0	0	0	0	0	
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800									
	Fri	Thu	Wed	Tue	Mon			Fri	Thu	Wed	Tue	Mon		
0600														
0700	1	1	1	1	1			1	1	1	1	1	1	
0800	1	1	1	1	1			1	1	1	1	1	1	
0900	1	1	1	1	1			1	1	1	1	1	1	
1000	1	1	1	1	1			1	1	1	1	1	1	
1100	1	1	1	1	1			1	1	1	1	1	1	
1200	1	1	1	1	1			1	1	1	1	1	1	
1300	1	1	1	1	1			1	1	1	1	1	1	
1400	1	1	1	1	1			1	1	1	1	1	1	
1500														
1600														
1700														
1800														
Hours of Service	8	8	8	8	8			8	8	8	8	8	8	

STAFFING SCHEDULE 002
DENTAL HYGIENIST SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC YORKTOWN

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400		6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri
0600 ↑							1100 ↑				
0700	0	0	0	0	0		1200	0	0	0	0
0800	0	0	0	0	0		1300	0	0	0	0
0900	0	0	0	0	0		1400	0	0	0	0
1000	0	0	0	0	0		1500	0	0	0	0
1100	0	0	0	0	0		1600	0	0	0	0
1200	0	0	0	0	0		1700	0	0	0	0
1300							1800 ↓	0	0	0	0
1400 ↓											
Hours of Service	0	0	0	0	0		Hours of Service	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800						
	Mon	Tue	Wed	Thu	Fri						
0600 ↑											
0700	1	1	1	1	1						
0800	1	1	1	1	1						
0900	1	1	1	1	1						
1000	1	1	1	1	1						
1100	1	1	1	1	1						
1200	1	1	1	1	1						
1300	1	1	1	1	1						
1400	1	1	1	1	1						
1500											
1600											
1700											
1800 ↓											
Hours of Service	8	8	8	8	8						

**ATTACHMENT 003
INCENTIVE PLAN (IP)
NAVAL DENTAL CENTER MID-ATLANTIC
NORFOLK VA, AND SUBORDINATE BRANCH DENTAL CLINICS
DENTAL HYGIENIST SERVICES**

I. INTRODUCTION. This plan defines the methodologies and responsibilities associated with determining any incentive fee to be periodically granted to Contractor healthcare workers via the Contractor. The objective of this incentive fee is to motivate the Contractor healthcare worker to provide superior performance while maintaining superior quality. The Contractor healthcare worker may receive an incentive fee based upon the Government's objective evaluation of their individual performance in accordance with the Qualifying Performance criteria established in this Plan.

II. TERMS.

A. Commanding Officer. In the context of this IP, the Government official who will assign EPP team members and approve the final incentive fee determinations. The Commanding Officer/Commander may delegate this responsibility to another Government employee or a committee, typically a member(s) of his/her staff.

B. Contracting Officer. The Government employee at the Naval Medical Logistics Command with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

C. Contracting Officer's Representative (COR). The Government employee responsible for assuring Contractor performance through audit, documentation and liaison with the Contracting Officer.

D. Contractor Healthcare Worker. An individual employed by or subcontracted by the Contractor to provide services under this contract.

E. Enhanced Productivity Program (EPP). A program (described herein) which is designed to trade non-cash incentive awards (specifically time-off) for significantly enhanced performance.

F. Fee Monitor. Government employee(s) who calculate, assess and report the Contractor healthcare worker's performance in accordance with the procedures set forth in this IP. The Fee Monitor(s) may be the COR or another Government employee designated by the Commanding Officer.

G. Incentive Award. An objectively calculated amount of paid time off (administrative leave) granted by the Commanding Officer to a Contractor healthcare worker if he/she meets the qualifying performance criteria while providing services within an EPP.

H. Government Employee. A person employed by the Government, either as an Active Duty military member or as a civilian employee of the Department of the Navy.

I. Incentive Plan (IP). The document that identifies and clearly describes the criteria used to reward performance that meets or exceeds objective Qualifying Performance (i.e. performance-based) criteria.

J. Mitigating Event. Event(s) or occurrence(s) that mitigate Contractor healthcare worker performance either positively or negatively. Mitigating events do not include (a) illnesses, (b) leave time taken, (c) time lost to required training, (d) power outages, (e) equipment failures, (f) holidays, (g) adverse weather conditions, (h) the Government's inability to provide and/or schedule patients, chairside assistants and/or, supplies, and/or (i) other infrastructure and/or support required to provide required services or patient care.

K. NAVMEDLOGCOM. The Naval Medical Logistics Command, Ft Detrick, Frederick, Md. The acquisition and technical agent within the Navy's Bureau of Medicine and Surgery (BUMED) responsible for exercising day-to-day management of BUMED's health and dental care contracting programs.

L. Non-Qualifying Performance. Contractor healthcare worker performance that does not meet the Performance Criteria contained in the IP.

M. Performance Criteria. The performance objectives to be calculated, assessed and reported under this IP.

N. Qualifying Performance. Contractor healthcare worker performance that is calculated to meet or exceed the Performance Criteria contained in the IP.

III. ORGANIZATION and RESPONSIBILITIES.

A. The Fee Monitor(s), Naval Dental Center Mid-Atlantic, Norfolk, VA shall calculate, assess and report the Contractor healthcare worker's performance to the Commanding Officer, Naval Dental Center Mid-Atlantic, Norfolk, VA.

B. The Commanding Officer, Naval Dental Center Mid-Atlantic Norfolk, VA (or Branch Dental Clinic Director, delegated representative or designated committee) shall approve the calculation of incentive awards and notify the Contracting Officer, NAVMEDLOGCOM of awards granted.

C. The Contracting Officer, NAVMEDLOGCOM shall maintain oversight and responsibility for assuring that the terms and conditions of the IP are being objectively administered. If required, the Contracting Officer shall issue contract modifications and shall retain the exclusive right to notify the Contractor of any issues that arise under this IP.

D. The COR shall perform inspection and acceptance duties for all the terms and conditions of the contract including the IP and the Contract Administration Plan.

E. The Executive Officer, NAVMEDLOGCOM shall be the Contractor's Ombudsman.

IV. INCENTIVE AWARDS:

A. The Government will grant incentive awards directly to the Contractor's healthcare worker(s). These awards will be based upon the Government's best business practice plan to increase productivity and reward exemplary individual and team performance.

B. All incentive awards will reward the Contractor's healthcare worker(s) for Qualifying Performance as identified in this plan. Incentive awards can be increased or decreased only as a result of the Contracting Officer's written modification (change) to the contract.

C. Prior to each semi-annual period, the Government reserves the unilateral right to review goals and change the IP via a bilateral contract modification. Therefore, the Commanding Officer will provide the Contracting Officer with either (a) a notification that the IP has not changed since the previous period or, (b) an updated IP identifying Performance Criteria for that evaluation period. The Contractor will also be briefed or otherwise provided more detailed information regarding any specific goals for the evaluation period prior to the beginning of the new semi-annual period. The Contracting Officer will issue changes to the IP as a modification to the contract.

D. Each Contractor healthcare worker's performance under each EPP will be calculated and assessed to determine whether or not they have met the Qualifying Performance standard contained in this IP. The Contractor has 5 working days following any Mitigating Event to provide the Commanding Officer with impact that this/these matters had on the determination of incentive awards. The Commanding Officer will evaluate those Mitigating Events and use these data in his/her determination. The Commanding Officer will advise the Contracting Officer of the impact that Mitigating Events had on the incentive award decision(s).

E. The Government reserves the unilateral right to discontinue the IP in any subsequent period.

F. Incentive awards earned in one EPP cannot be "banked" for future use.

G. The Contractor agrees that all incentive awards made under this IP shall be unilateral determinations by the Government. Accordingly, these awards shall not be subject to the, "Disputes" clause of this contract and the Contractor shall not be entitled to submit a claim regarding any such determinations under the Contract Disputes Act of 1978 (P. L. 95-563).

H. Neither the Contractor nor Contractor healthcare worker(s) has any standing to represent their interests before the Commanding Officer except through the submission of Mitigating Event data. Therefore, the Government will not consider any self-evaluation data provided by the Contractor's healthcare workers except as it relates to contracts with individuals where the "Contractor" and the "healthcare worker" as applied herein, are synonymous.

I. The standards of Qualifying Performance and Non-Qualifying Performance will be employed to determine whether or not the Contractor's healthcare workers have earned an incentive award.

J. The Plan Monitor(s) will retain a list of Contractor healthcare workers whose Qualifying Performance data makes them eligible for an incentive award as a result of their assignment under the EPP. However, incentive awards will be only granted according to the processes described herein.

K. The Commanding Officer may augment this plan with written local implementing processes and procedures.

L. The Commanding Officer retains the exclusive responsibility to assign Contractor healthcare workers to the EPP and rotate EPP responsibilities among available Contractor healthcare workers. While the Government will make every effort to assign Contractor healthcare workers fairly, the Commanding Officer may exclude certain Contractor healthcare workers from participation (for example, Contractor healthcare workers who are in a leave without pay (LWOP) status).

M. The Commanding Officer retains the exclusive responsibility to assign Active Duty Dental Officers to EPP duties. Contractor healthcare workers assigned to teams are expressly prohibited from changing team assignments without the prospective approval of the Commanding Officer. While the Government will make every effort to assign Contractor healthcare workers fairly, the current Navy Dentistry Goals for providers in teams (by specialty and/or function, modified for actual NDC Mid-Atlantic experience) will be the basis for determining the standards for Qualifying Performance or Non-Qualifying Performance.

V. RESPONSIBILITIES AND PROCEDURES:

A. The Commanding Officer, Naval Dental Center Mid-Atlantic Norfolk, VA (or Branch Dental Clinic Director, delegated representative or designated committee) will assign Contractor healthcare workers who are **only** performing the duties of a Dental Hygienist assigned to EPP teams.

B. The Branch Dental Clinic Director (or delegated representative or designated committee) will complete a written evaluation of the EPP data for each Contractor healthcare worker providing service under the EPP not later than 1 working day following the end of each EPP period. The Branch Dental Clinic Director will forward all results, in writing, to the Commanding Officer and the COR (or Technical Assistant). The format for these submissions will be jointly determined among the Commanding Officer, the Branch Dental Clinic Director, and the COR (or Technical Assistant). The Contractor healthcare worker's performance data will always be based on actual performance. These reports will detail each (specific) Contractor healthcare worker's performance, recounting whether or not that performance met the Qualifying Performance standards. The Commanding Officer will evaluate these data in real time.

C. The Commanding Officer has 5 working days to review all reports from the Branch Dental Clinic Director. The COR (or Technical Assistant) will notify the Contractor of the names of the individual(s) who has/have met the Quality Performance standards and the incentive award granted to each individual Contractor healthcare worker.

D. The Commanding Officer retains the right to recognize the Contractor's healthcare workers in ceremonies or via the issuance of certificates of recognition.

VI. Local Processes and Procedures Implementing the Enhanced Productivity Program (EPP).

A. Background: The Enhanced Productivity Program (EPP) described herein is designed to trade non-cash incentive awards, specifically time-off, for significantly enhanced performance.

B. Scope: Contractor healthcare workers who are performing the duties of a Dental Hygienist only.

C. Period of Performance: With 2 weeks advance notice, a Contractor healthcare worker may be assigned to an EPP Team for one month. Actual productivity goals may vary from one EPP to the next.

D. Performance Criteria: The unit of Dentist(s), Contractor healthcare workers who are performing the duties of a Dental Hygienist(s) and Expanded Functions Dental Assistants(s) will be considered a "team". During each assignment, each EPP assigned team shall produce services while assigned to a multi-chair environment. Incentive awards will be based on the current Navy Dentistry Goals for providers in teams (by specialty and/or function, modified for actual NDC Mid-Atlantic experience).

Qualifying Performance Criteria: If the team meets or exceeds the current Navy Dentistry Goals for providers in teams (by specialty and/or function, modified for actual NDC Mid-Atlantic experience), the Contractor healthcare worker will receive a time-off incentive award. These awards will be 1 hour in length, taken either for the first hour or the last hour of the Contractor healthcare worker's scheduled workday during the month immediately following the month that they are assigned to the EPP.

Non-Qualifying Performance Criteria: If the team does not meet the current Navy Dentistry Goals for providers in teams (by specialty and/or function, modified for actual NDC Mid-Atlantic experience), the Contractor healthcare worker will not receive a time-off incentive award.

E. Administration of Incentive Awards. Paid administrative leave (time off) will be given to an EPP assigned Contractor healthcare worker at the end of each monthly cycle. All members of a TEAM shall always:

Receive the same reward hours (except as stated in the, "Exceptions" paragraph following) and,

Be awarded the incentive award time off during the subsequent month following their assignment to the EPP Team and,

Use the time-off as directed by the Commanding Officer/Commander.

2. Exceptions. In the event an assigned Contractor healthcare worker is absent from the assigned team during an EPP assignment due to use of accrued leave, Leave Without Pay (LWOP status) or scheduled or unscheduled illness, the following scale shall be used to determine the amount of incentive award, if any:

- a. 0% - 25% of team chairside time = No incentive award time or,
- b. 26% - 50% of team chairside time = exactly 50% of the team's earned incentive award time or,
- c. 51% - 75% of team chairside time = exactly 75% of the team's earned incentive award time or,
- d. 76% - 100% of team chairside time= 100% of the team's earned incentive award time.

NOTE: In calculating, "Exceptions", all partial hours will be rounded downward.

ATTACHMENT 004
POSITION SPECIFIC STATEMENT OF WORK
DENTAL ASSISTANT
NAVAL DENTAL CENTER MID-ATLANTIC NORFOLK VA, AND SUBORDINATE BRANCH DENTAL CLINICS

1. LABOR CATEGORY.

1.1. The Contractor shall provide **DENTAL ASSISTANT** services as referenced in Section B, **CLINs** 0003 and 0004.

2. PLACE OF PERFORMANCE. The HCW shall provide services for the Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics .

3. DUTY HOURS. HCWs shall provide service(s) as specified in the document that follows this attachment entitled, "Staffing Schedule 003" for CLIN 0003 and "Staffing Schedule 004" for CLIN 0004. For HCWs providing 6 or less hours of compensated service, no meal or break time is permitted. For HCWs providing 6.5 to 7.99 hours of compensated service, a 30-minute uncompensated meal or break time is permitted. For HCWs providing 8-10 hours of compensated service, a 60-minute uncompensated meal or break time is permitted.

4. ABSENCES AND LEAVE.

4.1. The Contractor shall provide and manage the leave benefit as stated in the basic contract. No leave is provided by the Government.

4.2. Holiday leave and compensation is in accordance with Section C of the basic contract.

5. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

5.1. Provide for the examination, treatment, and disposition of patients compatible with the DTF's operating capacity and equipment.

5.2. Coordinate with other health care departments and Clinic staff to provide complete care including but not limited to, preventive dentistry procedures and non-surgical periodontal therapy, to active duty personnel and eligible beneficiary patients.

5.3. Provide training to staff for routine dental assistant activities and procedures so that the benefit of routine care can be accrued.

5.4. Be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of the HCW's clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer.

5.5. Become familiar with and follow standardized Navy concepts of Phased Dentistry and Managed Dental Care.

5.6. Be responsible for a full range of dental assisting procedures in support of Dental Officer examinations and delivery of treatment under the "four handed dentistry" format within the personnel and equipment capabilities and limitations of the DTF. The HCW shall aid in the provision of mandated dental surveillance and preventive services and assist in ensuring the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall also refer patients who present with a complaint to staff dentists for evaluation and continuation of care and attend multidisciplinary treatment team meetings on behalf of the dental officers.

6. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL ASSISTANTS. The HCW shall:

- 6.1.** Perform a full range of dental assistant duties, within the scope of this statement of work, on site using Government furnished supplies, facilities and equipment within the assigned unit of the DTF. Workload occurs as a result of scheduled and unscheduled requirements for care. The HCW's actual clinical performance will be a function of the overall demand for dental assisting services. The HCW's productivity is expected to be comparable to that of other dental assistants assigned to the same facility and authorized the same scope of practice.
- 6.2.** Maintain patient records in accordance with JCAHO and DTF requirements.
- 6.3.** Select and arrange instruments and prepare set-ups for patient treatment.
- 6.4.** Assist during patient examination and treatment.
- 6.5.** Assist during administration of anesthesia.
- 6.6.** Assist in placement and removal of sutures.
- 6.7.** Prepare restorative and impression materials.
- 6.8.** Dispose of contaminated waste in accordance with the standard procedures of the DTF.
- 6.9.** Load and unload radiographic film cassettes.
- 6.10.** Expose bitewing, periapical and occlusal film utilizing bisecting angle or paralleling radiographic techniques.
- 6.11.** Perform radiographic darkroom procedures to include manual and automatic film processing.
- 6.12.** Instruct on basic oral hygiene care.
- 6.13.** Maintain operatory to meet the Clinic's cleanliness and infection control standards.
- 6.14.** Perform other duties consistent with the normal duties of a dental assistant as directed by the Commanding Officer to include, but not limited to, working at the appointments desk, performing Central Sterile Supply functions, and participating in command quality improvement and assurance meetings, etc.
- 6.15.** Under the supervision of a dentist, all HCWs may be permitted to participate in the Expanded Functions training program and certification in accordance with BUMEDINST 6600.13 and local directives at the Commanding Officer's discretion.

7. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL ASSISTANTS ARE AS FOLLOWS:

- 7.1.** Possess a Certificate or Associate Degree as a dental assistant/technician from a state accredited program and 12 months experience within the preceding **60** months **OR** certification from a military dental technician or dental assistant "A" school and 12 months experience within the preceding **60** months **OR** certification from a Red Cross Dental Assistant course and 12 months experience within the preceding **60** months **OR** certification from a Military Red Cross Dental Assistant course within the preceding 6 months **OR** 36 months experience within the preceding **60** months as a dental assistant in a private practice or a military Clinic **OR** membership in good standing with the American Association of Dental Assistants with required continuing education and 12 months experience within the preceding **60** months **OR** graduation from a state accredited program for dental assistants or dental technology within the preceding 12 months.
- 7.2.** Letters of recommendation.

7.2.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

7.2.2. For healthcare workers whom are not incumbents under Navy contracts, three letters of recommendation, at least two of which must be from either practicing dentists or faculty members where the HCW received his/her dental assistant training. The letters must attest to the HCW's clinical skills, patient rapport, etc. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. The third letter may be from a previous employer. Reference letters must have been written within the preceding three years.

7.3. Certification or permit for use of dental X-ray equipment.

**STAFFING SCHEDULES 003
DENTAL ASSISTANT SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
for
BRANCH DENTAL CLINIC NAS OCEANA
BRANCH DENTAL CLINIC LITTLE CREEK
BRANCH DENTAL CLINIC NORFOLK**

STAFFING SCHEDULE 003
DENTAL ASSISTANT SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC NAS OCEANA

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400		6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri	
0600	↑						1100	↑				
0700	14	14	14	14	4		1200	12	12	12	12	6
0800	14	14	14	14	4		1300	12	12	12	12	6
0900	14	14	14	14	4		1400	12	12	12	12	6
1000	14	14	14	14	4		1500	12	12	12	12	6
1100	14	14	14	14	4		1600	12	12	12	12	6
1200	14	14	14	14	4		1700	12	12	12	12	6
1300							1800	↓	12	12	12	6
1400	↓											
Hours of Service	84	84	84	84	24		Hours of Service	72	72	72	72	36
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	0	0	0	0	0							
0800	0	0	0	0	0							
0900	0	0	0	0	0							
1000	0	0	0	0	0							
1100	0	0	0	0	0							
1200	0	0	0	0	0							
1300	0	0	0	0	0							
1400	0	0	0	0	0							
1500												
1600												
1700												
1800	↓											
Hours of Service	0	0	0	0	0							

STAFFING SCHEDULE 003
DENTAL ASSISTANT SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC LITTLE CREEK

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700		14	14	14	14	4	1200		12	12	12	6
0800		14	14	14	14	4	1300		12	12	12	6
0900		14	14	14	14	4	1400		12	12	12	6
1000		14	14	14	14	4	1500		12	12	12	6
1100		14	14	14	14	4	1600		12	12	12	6
1200		14	14	14	14	4	1700		12	12	12	6
1300							1800	↓	12	12	12	6
1400	↓											
Hours of Service	84	84	84	84	24		Hours of Service	72	72	72	72	36
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700		0	0	0	0	0						
0800		0	0	0	0	0						
0900		0	0	0	0	0						
1000		0	0	0	0	0						
1100		0	0	0	0	0						
1200		0	0	0	0	0						
1300		0	0	0	0	0						
1400		0	0	0	0	0						
1500												
1600												
1700												
1800	↓											
Hours of Service	0	0	0	0	0							

STAFFING SCHEDULE 003
DENTAL ASSISTANT SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC NORFOLK

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700		36	36	36	36	14		1200		32	32	14
0800		36	36	36	36	14		1300		32	32	14
0900		36	36	36	36	14		1400		32	32	14
1000		36	36	36	36	14		1500		32	32	14
1100		36	36	36	36	14		1600		32	32	14
1200		36	36	36	36	14		1700		32	32	14
1300								1800	↓	32	32	
1400	↓											
Hours of Service	216	216	216	216	84		Hours of Service	192	192	192	192	84
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700		0	0	0	0	0						
0800		0	0	0	0	0						
0900		0	0	0	0	0						
1000		0	0	0	0	0						
1100		0	0	0	0	0						
1200		0	0	0	0	0						
1300		0	0	0	0	0						
1400		0	0	0	0	0						
1500												
1600												
1700												
1800	↓											
Hours of Service	0	0	0	0	0							

**STAFFING SCHEDULES 004
DENTAL ASSISTANT SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
for
BRANCH DENTAL CLINIC DAM NECK
BRANCH DENTAL CLINIC NORTHWEST
BRANCH DENTAL CLINIC SUPSHIPS
BRANCH DENTAL CLINIC NNSY
BRANCH DENTAL CLINIC YORKTOWN**

STAFFING SCHEDULE 004
DENTAL ASSISTANT SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC DAM NECK

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	6	6	6	6	0		1200	0	0	0	0	0
0800	6	6	6	6	0		1300	0	0	0	0	0
0900	6	6	6	6	0		1400	0	0	0	0	0
1000	6	6	6	6	0		1500	0	0	0	0	0
1100	6	6	6	6	0		1600	0	0	0	0	0
1200	6	6	6	6	0		1700	0	0	0	0	0
1300							1800	↓				
1400	↓											
Hours of Service	36	36	36	36	0		Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	1	1	1	1	1							
0800	1	1	1	1	1							
0900	1	1	1	1	1							
1000	1	1	1	1	1							
1100	1	1	1	1	1							
1200	1	1	1	1	1							
1300	1	1	1	1	1							
1400	1	1	1	1	1							
1500												
1600												
1700												
1800	↓											
Hours of Service	8	8	8	8	8							

STAFFING SCHEDULE 004
DENTAL ASSISTANT SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC NORTHWEST

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	0	0	0	0	0		1200	0	0	0	0	0
0800	0	0	0	0	0		1300	0	0	0	0	0
0900	0	0	0	0	0		1400	0	0	0	0	0
1000	0	0	0	0	0		1500	0	0	0	0	0
1100	0	0	0	0	0		1600	0	0	0	0	0
1200	0	0	0	0	0		1700	0	0	0	0	0
1300							1800	↓				
1400	↓											
Hours of Service	0	0	0	0	0		Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	0	0	0	0	0							
0800	0	0	0	0	0							
0900	0	0	0	0	0							
1000	0	0	0	0	0							
1100	0	0	0	0	0							
1200	0	0	0	0	0							
1300	0	0	0	0	0							
1400	0	0	0	0	0							
1500												
1600												
1700												
1800	↓											
Hours of Service	0	0	0	0	0							

STAFFING SCHEDULE 004
DENTAL ASSISTANT SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC SUPSHIPS

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	0	0	0	0	0		1200	0	0	0	0	0
0800	0	0	0	0	0		1300	0	0	0	0	0
0900	0	0	0	0	0		1400	0	0	0	0	0
1000	0	0	0	0	0		1500	0	0	0	0	0
1100	0	0	0	0	0		1600	0	0	0	0	0
1200	0	0	0	0	0		1700	0	0	0	0	0
1300							1800	↓				
1400	↓											
Hours of Service	0	0	0	0	0		Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	1	1	1	1	1							
0800	1	1	1	1	1							
0900	1	1	1	1	1							
1000	1	1	1	1	1							
1100	1	1	1	1	1							
1200	1	1	1	1	1							
1300	1	1	1	1	1							
1400	1	1	1	1	1							
1500												
1600												
1700												
1800	↓											
Hours of Service	8	8	8	8	8							

STAFFING SCHEDULE 004
DENTAL ASSISTANT SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC NNSY

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	0	0	0	0	0		1200	0	0	0	0	0
0800	0	0	0	0	0		1300	0	0	0	0	0
0900	0	0	0	0	0		1400	0	0	0	0	0
1000	0	0	0	0	0		1500	0	0	0	0	0
1100	0	0	0	0	0		1600	0	0	0	0	0
1200	0	0	0	0	0		1700	0	0	0	0	0
1300							1800	↓				
1400	↓											
Hours of Service	0	0	0	0	0		Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	0	0	0	0	0							
0800	0	0	0	0	0							
0900	0	0	0	0	0							
1000	0	0	0	0	0							
1100	0	0	0	0	0							
1200	0	0	0	0	0							
1300	0	0	0	0	0							
1400	0	0	0	0	0							
1500												
1600												
1700												
1800	↓											
Hours of Service	0	0	0	0	0							

STAFFING SCHEDULE 004
DENTAL ASSISTANT SERVICES
NDC MID-ATLANTIC, NORFOLK, VA
BRANCH DENTAL CLINIC YORKTOWN

	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400	6 Hours of Service between 0600 & 1400			6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800	6 Hours of Service between 1100 & 1800
	Mon	Tue	Wed	Thu	Fri			Mon	Tue	Wed	Thu	Fri
0600	↑						1100	↑				
0700	0	0	0	0	0		1200	0	0	0	0	0
0800	0	0	0	0	0		1300	0	0	0	0	0
0900	0	0	0	0	0		1400	0	0	0	0	0
1000	0	0	0	0	0		1500	0	0	0	0	0
1100	0	0	0	0	0		1600	0	0	0	0	0
1200	0	0	0	0	0		1700	0	0	0	0	0
1300							1800	↓				
1400	↓											
Hours of Service	0	0	0	0	0		Hours of Service	0	0	0	0	0
	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800	8 Hours of Service between 0600 & 1800							
	Mon	Tue	Wed	Thu	Fri							
0600	↑											
0700	2	2	2	2	2							
0800	2	2	2	2	2							
0900	2	2	2	2	2							
1000	2	2	2	2	2							
1100	2	2	2	2	2							
1200	2	2	2	2	2							
1300	2	2	2	2	2							
1400	2	2	2	2	2							
1500												
1600												
1700												
1800	↓											
Hours of Service	16	16	16	16	16							

**ATTACHMENT 005
INCENTIVE PLAN (IP)
NAVAL DENTAL CENTER MID-ATLANTIC
NORFOLK VA, AND SUBORDINATE BRANCH DENTAL CLINICS
EXPANDED FUNCTIONS DENTAL ASSISTANT SERVICES**

I. INTRODUCTION. This plan defines the methodologies and responsibilities associated with determining any incentive fee to be periodically granted to Contractor healthcare workers via the Contractor. The objective of this incentive fee is to motivate the Contractor healthcare worker to provide superior performance while maintaining superior quality. The Contractor healthcare worker may receive an incentive fee based upon the Government's objective evaluation of their individual performance in accordance with the Qualifying Performance criteria established in this Plan.

II. TERMS.

A. Commanding Officer. In the context of this IP, the Government official who will assign EPP team members and approve the final incentive fee determinations. The Commanding Officer/Commander may delegate this responsibility to another Government employee or a committee, typically a member(s) of his/her staff.

B. Contracting Officer. The Government employee at the Naval Medical Logistics Command with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

C. Contracting Officer's Representative (COR). The Government employee responsible for assuring Contractor performance through audit, documentation and liaison with the Contracting Officer.

D. Contractor Healthcare Worker. An individual employed by or subcontracted by the Contractor to provide services under this contract.

E. Enhanced Productivity Program (EPP). A program (described herein) which is designed to trade non-cash incentive awards (specifically time-off) for significantly enhanced performance.

F. Fee Monitor. Government employee(s) who calculate, assess and report the Contractor healthcare worker's performance in accordance with the procedures set forth in this IP. The Fee Monitor(s) may be the COR or another Government employee designated by the Commanding Officer.

G. Incentive Award. An objectively calculated amount of paid time off (administrative leave) granted by the Commanding Officer to a Contractor healthcare worker if he/she meets the qualifying performance criteria while providing services within an EPP.

H. Government Employee. A person employed by the Government, either as an Active Duty military member or as a civilian employee of the Department of the Navy.

I. Incentive Plan (IP). The document that identifies and clearly describes the criteria used to reward performance that meets or exceeds objective Qualifying Performance (i.e. performance-based) criteria.

J. Mitigating Event. Event(s) or occurrence(s) that mitigate Contractor healthcare worker performance either positively or negatively. Mitigating events do not include (a) illnesses, (b) leave time taken, (c) time lost to required training, (d) power outages, (e) equipment failures, (f) holidays, (g) adverse weather conditions, (h) the Government's inability to provide and/or schedule patients, chairside assistants and/or, supplies, and/or (i) other infrastructure and/or support required to provide required services or patient care.

K. NAVMEDLOGCOM. The Naval Medical Logistics Command, Ft Detrick, Frederick, Md. The acquisition and technical agent within the Navy's Bureau of Medicine and Surgery (BUMED) responsible for exercising day-to-day management of BUMED's health and dental care contracting programs.

L. Non-Qualifying Performance. Contractor healthcare worker performance that does not meet the Performance Criteria contained in the IP.

M. Performance Criteria. The performance objectives to be calculated, assessed and reported under this IP.

N. Qualifying Performance. Contractor healthcare worker performance that is calculated to meet or exceed the Performance Criteria contained in the IP.

III. ORGANIZATION and RESPONSIBILITIES.

A. The Fee Monitor(s), Naval Dental Center Mid-Atlantic, Norfolk, VA shall calculate, assess and report the Contractor healthcare worker's performance to the Commanding Officer, Naval Dental Center Mid-Atlantic, Norfolk, VA.

B. The Commanding Officer, Naval Dental Center Mid-Atlantic Norfolk, VA (or Branch Dental Clinic Director, delegated representative or designated committee) shall approve the calculation of incentive awards and notify the Contracting Officer, NAVMEDLOGCOM of awards granted.

C. The Contracting Officer, NAVMEDLOGCOM shall maintain oversight and responsibility for assuring that the terms and conditions of the IP are being objectively administered. If required, the Contracting Officer shall issue contract modifications and shall retain the exclusive right to notify the Contractor of any issues that arise under this IP.

D. The COR shall perform inspection and acceptance duties for all the terms and conditions of the contract including the IP and the Contract Administration Plan.

E. The Executive Officer, NAVMEDLOGCOM shall be the Contractor's Ombudsman.

IV. INCENTIVE AWARDS:

A. The Government will grant incentive awards directly to the Contractor's healthcare worker(s). These awards will be based upon the Government's best business practice plan to increase productivity and reward exemplary individual and team performance.

B. All incentive awards will reward the Contractor's healthcare worker(s) for Qualifying Performance as identified in this plan. Incentive awards can be increased or decreased only as a result of the Contracting Officer's written modification (change) to the contract.

C. Prior to each semi-annual period, the Government reserves the unilateral right to review goals and change the IP via a bilateral contract modification. Therefore, the Commanding Officer will provide the Contracting Officer with either (a) a notification that the IP has not changed since the previous period or, (b) an updated IP identifying Performance Criteria for that evaluation period. The Contractor will also be briefed or otherwise provided more detailed information regarding any specific goals for the evaluation period prior to the beginning of the new semi-annual period. The Contracting Officer will issue changes to the IP as a modification to the contract.

D. Each Contractor healthcare worker's performance under each EPP will be calculated and assessed to determine whether or not they have met the Qualifying Performance standard contained in this IP. The Contractor has 5 working days following any Mitigating Event to provide the Commanding Officer with impact that this/these matters had on the determination of incentive awards. The Commanding Officer will evaluate those Mitigating Events and use these data in his/her determination. The Commanding Officer will advise the Contracting Officer of the impact that Mitigating Events had on the incentive award decision(s).

E. The Government reserves the unilateral right to discontinue the IP in any subsequent period.

F. Incentive awards earned in one EPP cannot be "banked" for future use.

G. The Contractor agrees that all incentive awards made under this IP shall be unilateral determinations by the Government. Accordingly, these awards shall not be subject to the, "Disputes" clause of this contract and the Contractor shall not be entitled to submit a claim regarding any such determinations under the Contract Disputes Act of 1978 (P. L. 95-563).

H. Neither the Contractor nor Contractor healthcare worker(s) has any standing to represent their interests before the Commanding Officer except through the submission of Mitigating Event data. Therefore, the Government will not consider any self-evaluation data provided by the Contractor's healthcare workers except as it relates to contracts with individuals where the "Contractor" and the "healthcare worker" as applied herein, are synonymous.

I. The standards of Qualifying Performance and Non-Qualifying Performance will be employed to determine whether or not the Contractor's healthcare workers have earned an incentive award.

J. The Plan Monitor(s) will retain a list of Contractor healthcare workers whose Qualifying Performance data makes them eligible for an incentive award as a result of their assignment under the EPP. However, incentive awards will be only granted according to the processes described herein.

K. The Commanding Officer may augment this plan with written local implementing processes and procedures.

L. The Commanding Officer retains the exclusive responsibility to assign Contractor healthcare workers to the EPP and rotate EPP responsibilities among available Contractor healthcare workers. While the Government will make every effort to assign Contractor healthcare workers fairly, the Commanding Officer may exclude certain Contractor healthcare workers from participation (for example, Contractor healthcare workers who are in a leave without pay (LWOP) status).

M. The Commanding Officer retains the exclusive responsibility to assign Active Duty Dental Officers to EPP duties. Contractor healthcare workers assigned to teams are expressly prohibited from changing team assignments without the prospective approval of the Commanding Officer. While the Government will make every effort to assign Contractor healthcare workers fairly, the current Navy Dentistry Goals for providers in teams (by specialty and/or function, modified for actual NDC Mid-Atlantic experience) will be the basis for determining the standards for Qualifying Performance or Non-Qualifying Performance.

V. RESPONSIBILITIES AND PROCEDURES:

A. The Commanding Officer, Naval Dental Center Mid-Atlantic Norfolk, VA (or Branch Dental Clinic Director, delegated representative or designated committee) will assign Contractor healthcare workers who are performing the duties of Expanded Functions Dental Assistants **only** to EPP teams.

B. The Branch Dental Clinic Director (or delegated representative or designated committee) will complete a written evaluation of the EPP data for each Contractor healthcare worker providing service under the EPP not later than 1 working day following the end of each EPP period. The Branch Dental Clinic Director will forward all results, in writing, to the Commanding Officer and the COR (or Technical Assistant). The format for these submissions will be jointly determined among the Commanding Officer, the Branch Dental Clinic Director, and the COR (or Technical Assistant). The Contractor healthcare worker's performance data will always be based on actual performance. These reports will detail each (specific) Contractor healthcare worker's performance, recounting whether or not that performance met the Qualifying Performance standards. The Commanding Officer will evaluate these data in real time.

C. The Commanding Officer has 5 working days to review all reports from the Branch Dental Clinic Director. The COR (or Technical Assistant) will notify the Contractor of the names of the individual(s) who has/have met the Quality Performance standards and the incentive award granted to each individual Contractor healthcare worker.

D. The Commanding Officer retains the right to recognize the Contractor's healthcare workers in ceremonies or via the issuance of certificates of recognition.

VI. Local Processes and Procedures Implementing the Enhanced Productivity Program (EPP).

A. Background: The Enhanced Productivity Program (EPP) described herein is designed to trade non-cash incentive awards, specifically time-off, for significantly enhanced performance.

B. Scope: Contractor healthcare workers who are performing the duties of Expanded Functions Dental Assistants only.

C. Period of Performance: With 2 weeks advance notice, a Contractor healthcare worker may be assigned to an EPP Team for one month. Actual productivity goals may vary from one EPP to the next.

D. Performance Criteria: The unit of Dentist(s), Dental Hygienist(s) and Contractor healthcare workers who are performing the duties of Expanded Functions Dental Assistants(s) will be considered a “team”. During each assignment, each EPP assigned team shall produce services while assigned to a multi-chair environment. Incentive awards will be based on the current Navy Dentistry Goals for providers in teams (by specialty and/or function, modified for actual NDC Mid-Atlantic experience).

Qualifying Performance Criteria: If the team meets or exceeds the current Navy Dentistry Goals for providers in teams (by specialty and/or function, modified for actual NDC Mid-Atlantic experience), the Contractor healthcare worker will receive a time-off incentive award. These awards will be 1 hour in length, taken either for the first hour or the last hour of the Contractor healthcare worker’s scheduled workday during the month immediately following the month that they are assigned to the EPP.

Non-Qualifying Performance Criteria: If the team does not meet the current Navy Dentistry Goals for providers in teams (by specialty and/or function, modified for actual NDC Mid-Atlantic experience), the Contractor healthcare worker will not receive a time-off incentive award.

E. Administration of Incentive Awards. Paid administrative leave (time off) will be given to an EPP assigned Contractor healthcare worker at the end of each monthly cycle. All members of a TEAM shall always:

Receive the same reward hours (except as stated in the, “Exceptions” paragraph following) and,

Be awarded the incentive award time off during the subsequent month following their assignment to the EPP Team and,

Use the time-off as directed by the Commanding Officer/Commander.

2. Exceptions. In the event an assigned Contractor healthcare worker is absent from the assigned team during an EPP assignment due to use of accrued leave, Leave Without Pay (LWOP status) or scheduled or unscheduled illness, the following scale shall be used to determine the amount of incentive award, if any:

- a. 0% - 25% of team chairside time = No incentive award time or,
- b. 26% - 50% of team chairside time = exactly 50% of the team’s earned incentive award time or,
- c. 51% - 75% of team chairside time = exactly 75% of the team’s earned incentive award time or,
- d. 76% - 100% of team chairside time = 100% of the team’s earned incentive award time.

NOTE: In calculating, “Exceptions”, all partial hours will be rounded downward.

ATTACHMENT 006
POSITION SPECIFIC STATEMENT OF WORK
DENTAL LABORATORY TECHNICIAN
NAVAL DENTAL CENTER MID-ATLANTIC NORFOLK VA, AND SUBORDINATE BRANCH
DENTAL CLINICS

1. LABOR CATEGORY.

1.1. The Contractor shall provide **DENTAL LABORATORY TECHNICIAN** services as referenced in Section B, **CLINs** 0005 and 0006.

2. PLACE OF PERFORMANCE. The HCW shall provide services for the Naval Dental Center Mid-Atlantic Norfolk VA, and subordinate Branch Dental Clinics.

3. DUTY HOURS. The HCW shall provide services Monday through Friday, excluding Federal holidays, as stated in the basic contract, for 9.0 hours between the hours of 0600 and 1800 to include an uncompensated 1.0 hour for lunch.

4. ABSENCES AND LEAVE. The Contractor shall provide and manage the leave benefit as stated in the basic contract. No leave is provided by the Government.

5. GENERAL DUTIES AND RESPONSIBILITIES. Perform a full range of Dental Laboratory Technician procedures. The HCW's actual performance will be a function of the overall demand for dental laboratory technician services under the supervision of the Prosthetic Officer, Area Dental Laboratory. HCW productivity is expected to be comparable with that of Dental Laboratory Technicians authorized the same scope of services. The HCW shall:

5.1. Construct and fabricate prosthetic devices and appliances, and accomplish any other tasks prescribed by the Prosthetic Officer, Area Dental Laboratory.

5.2. Be subject to guidelines including OSHA regulations, DoD directives, DON directives, current Prosthodontic and Dental Technology literature, local Quality Assurance and Standard Operating Procedure standards and in-house Performance Quality Standards requirements. The technical aspects of fabricating dental prostheses require judgement in the application of current dental technology and prosthodontic standards. Instructions are specifically stated on the laboratory work request or given directly by the Dental Officer. In more complex cases, interpretation and adaptation of standards is referred to the Prosthetic Officer.

5.3. Apply a thorough knowledge of both normal and abnormal oral anatomy and dentition as these affect the design, fabrication, function and aesthetics of the dental prosthesis being constructed. The HCW must be able to visualize the relationships of the parts to the whole at each step in the construction process and remain constantly alert to those elements of design and construction that are essential to the fit and function of the finished appliance.

5.4. Maintain a clean, safe and orderly workspace.

5.5. Be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining records of the HCW's workload, participating in dental education programs and participating in clinical staff/resident quality assurance functions.

5.6. Enhance technical skills through attendance of internal/external continuing education courses and through self-study. All continuing education documentation shall be submitted to the Prosthetic Officer for filing.

5.7. Meet with the Prosthetic Officer or designee at least on a weekly basis to discuss problems, conflicts, quality and quantity levels as they affect the performance of this contract. The Prosthetic Officer will be the final authority on decisions pertaining to performance and quality.

5.8. Exhibit a “customer care” attitude for both internal and external customers and interact with those customers in a professional, courteous and service-oriented fashion.

5.9. Handle all of the customers’ case-related materials with utmost care in order to preserve their quality and integrity.

5.10. Recognize problems or deficiencies in the productions, quality assurance, or operation of the organizations, and take initiative to make these observations known to the Prosthetic Officer immediately.

5.11. Finish all ongoing work prior to any programmed absences, or make team members aware of uncompleted projects prior to such absences so they can be finished in a timely fashion.

5.12. Attend annual renewal of the Command Indoctrination Course, such as Disaster Preparedness, Infection control, Sexual Harassment and other courses as directed by the Prosthetic Officer.

6. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL LABORATORY TECHNICIANS ARE AS FOLLOWS:

6.1. Read, interpret and apply requirements described in a dental prosthetic prescription (DD FORM 2322).

6.2. Apply porcelain to metal substructures, contour, seat and finish porcelain crowns to produce an average of five units per day dependent upon other laboratory workload requirements. The work performed shall be at the quality level described by quality control personnel.

6.3. Ensure that the porcelain fused to metal crowns and all ceramic crowns fabricated by the laboratory meet the quality standards and requirements of the Prosthetic officer’s prescription and Dental Department standards of quality.

6.4. Fabricate ceramic crown and/or porcelain veneers as prescribed by dental staff and residents.

6.5. Fabricate fixed dental prostheses to include single units, multiple units and units in combination with removable partial dentures, complete dentures, or implant fixtures.

6.6. Contour porcelain to esthetically replicate natural tooth structure.

6.7. Fabricate precision occlusal morphologies and occlusal schemes on individual and multiple fixed units in metal and/or porcelain.

6.8. Use appropriate metal alloys and design as they apply to porcelain application and soldering procedures.

6.9. Use applicable laboratory hardware, dental materials and techniques in the fabrication of precision attachment cases and implant restorations.

6.10. Use survey/milling instruments to fabricate customized surveyed crowns and fixed partial dentures.

6.11. Invest cast and solder single unit crowns and fixed partial dentures.

6.12. Use simple, semi-adjustable and fully adjustable articulators in the fabrication of precision dental prosthesis.

6.13. Transfer maxillo-mandibular interocclusal records to articulators.

6.14. Assist in problem solving and trouble shooting in fixed partial denture fabrication and dental material/product evaluation.

6.15. Disinfect casts and other dental materials used in the fabrication of dental prosthesis. Pour dies, conventional impressions and implant impressions.

6.16. Design, wax and cast single unit and fixed partial substructures for porcelain application and function.

6.17. Be assigned other duties consistent with the normal duties of a dental laboratory technician as directed by the Prosthetic Officer only.

6.18. Be knowledgeable of casting all dental metals by using electrical, oxygen/natural gas or air/natural gas procedures.

6.19. Be knowledgeable of investing and soldering all metal alloys used in fixed prosthodontics by oven, electrical soldering machine, or hand torch procedures.

6.20. Be responsible for dentures and implants as described.

6.20.1. Fixed Partial Dentures (metal): Prepare master models and dies. Use provided interocclusal records to articulate casts on designated simple, semi-adjustable, or fully adjustable articulates. Fabricate wax patterns for conventional fixed partial prosthodontics, units to be integrated with planned removable partial denture design, and units in combination with precision or semi-precision attachments. Invest, burn out, and cast all types fixed prostheses. Recover castings, remove sprues, finish and polish castings. Perform other related tasks such as the assembly of fixed partial dentures by soldering of the individual units and repairs of fixed prostheses by soldering procedures.

6.20.2. Fixed Partial Dentures (metal-ceramic): Prepare master casts and dies. Use provided interocclusal records to articulate casts on designated simple, semi-adjustable or fully adjustable articulators. Fabricate full contour wax patterns for all fixed prostheses, provide a "cutback" appropriate for the prescribed metal ceramic design of the abutments and pontics of the framework. Fabricate wax pattern to be integrated with planned removable partial denture design and units in combination with precision or semi-precision attachments. Invest, burn out, and cast all types of alloys used in metal-ceramic fixed prostheses. Recover castings, remove sprues, finish and prepare surfaces to receive porcelain. Use/reads shade guides. Apply porcelain to the metal ceramic framework, bake, contour, and glaze porcelain. Modify shades and/or effects of porcelain restorations using porcelain stains/modifiers and contouring. Solder metal ceramic alloys and use designated pre-veneer (presolder) and post-veneer (postsolder) soldering techniques to assemble units of the fixed partial denture when necessary. Process acrylic material used as crown and bridge veneers.

6.20.3. Removable Partial Dentures (frameworks): Perform all phases in the production of chrome-nickel frameworks including precision attachments and complex requirements. Read dental prescriptions, survey and transfer design to master casts. Duplicate and prepare refractory casts for pattern wax-ups. Wax-up, sprue, invest and cast waxed patterns. Finish and polish metal frameworks. Perform other related tasks in the fabrication of partial denture frameworks including the bending and forming of wrought wire clasps and the application of wrought wire clasps to the framework by cast-to or solder-to techniques. Perform all investing and soldering procedures related to the repair of or add-on to, nickel-chrome frameworks.

6.20.4. Complete or Partial Dentures (acrylic): Perform all tasks involved in the production of acrylic prostheses including those integrated with fixed partial dentures, implants, precision attachments and other complex requirements. Fabricate custom impression trays. Bead, box and pour impressions. Separate and trim casts while preserving vital anatomic landmarks. Fabricate record bases and occlusion rims. Articulate casts on articulators using provided interocclusal records. Set teeth for esthetics and function with prescribed occlusal scheme. Wax contours for the acrylic base. Invest, boil out, pack and process dentures. Recover dentures from investment, perform laboratory remount, equilibrate, and finish and polish dentures. Perform other related tasks, such as fabricating temporary splints, preparing tube teeth and their matrices, and making peripheral casts for the patient remount procedure.

6.20.5. Osseointegrated Endosteal Implants: Perform all tasks involved in the production of implant supported and/or retained fixed and removable prostheses. Pour impressions using fixture level/abutment level analogs. Separate and trim casts. Fabricate record bases for interocclusal registration. Articulate casts on prescribed articulators. Fabricate wax patterns on implant components for all types of implant restorations to include custom abutments, overdenture bars, milled bars in combination with precision attachments, metal/metal-ceramic substructures for fixed prosthesis on prefabricated manufactured abutments, and metal substructures for fully bone anchored prostheses. Invest, burn out, cast all types of implant prostheses. Recover castings, remove sprues, finish and polish castings. Integrate treatment with removable and/or fixed restorations to complete customized implant restorations.

7. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL LABORATORY TECHNICIANS.

7.1. Either (a) graduation from an approved program in dental laboratory technology accredited by the Commission on Dental Accreditation in conjunction with the American Dental Association (ADA) **OR** (b) graduation from a military (DoD) program.

7.2. Be (a) certified as a Dental Technician in removable partial denture **AND/OR** (b) certified as a Dental Technician in Crown and Bridge **AND/OR** (c) certified as a Dental Technician in Porcelain/Ceramic **AND/OR** (d) certified as a Dental Technician in Acrylic Resin **AND/OR** (e) self-certified through training and experience in one of the four disciplines specified within this paragraph **OR** (f) certified through Productivity Training Corporation (PTC). All certifications shall be in accordance with the National Board for Certification (NBC).

7.2.1. If an individual HCW is self-certified through either civilian or military training and experience, these non-certified persons shall work under supervision and evaluation for 90 days. At the end of the 90-day period, with a successful evaluation of their skills and experience, they shall be permitted to continue to provide services under this contract. If their evaluation demonstrates that they do not have the requisite skills, the Contractor shall immediately replace these individuals with another HCW that meet the terms and conditions of the contract.

7.3. Three years of practical experience as a dental laboratory technician within the last 5 years. Experience shall be in one of four areas: crowns and bridges, complete dentures, partial dentures, or ceramics. Experience gained while teaching or with dental suppliers in such areas as product development, marketing, and sales shall NOT count toward the basic experience requirement.

7.4. Letters of recommendation.

7.4.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

7.4.2. For healthcare workers who are not incumbents under Navy contracts, letters of recommendation from two practicing prosthodontists or laboratory managers familiar with the HCW's work. The letters must attest to their laboratory skills, competencies, timeliness of work produced, and other related issues concerning their dental laboratory expertise. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. Reference letters must have been written within the preceding three years. The Contractor is responsible for the completeness, accuracy and content of any letters of recommendation.

**ATTACHMENT 007
INCENTIVE PLAN (IP)
NAVAL DENTAL CENTER MID-ATLANTIC
NORFOLK VA, AND SUBORDINATE BRANCH DENTAL CLINICS
DENTAL LABORATORY TECHNICIAN SERVICES**

I. INTRODUCTION. This plan defines the methodologies and responsibilities associated with determining any incentive fee to be periodically granted to Contractor healthcare workers via the Contractor. The objective of this incentive fee is to motivate the Contractor healthcare worker to provide superior performance while maintaining superior quality. The Contractor healthcare worker may receive an incentive fee based upon the Government's objective evaluation of their individual performance in accordance with the Qualifying Performance criteria established in this Plan.

II. TERMS.

A. Commanding Officer/Commander. In the context of this IFP, the Government official who will recommend the final incentive fee determination to the Contracting Officer. The Commanding Officer/Commander may delegate this responsibility to another Government employee or a committee, typically a member(s) of his/her staff.

B. Contracting Officer. The Government employee at the Naval Medical Logistics Command with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

C. Contracting Officer's Representative (COR). The Government employee responsible for assuring Contractor performance through audit, documentation and liaison with the Contracting Officer. The COR is nominated by the Commanding Officer/Commander and appointed in writing by the Contracting Officer.

D. Contractor Healthcare Worker. An individual employed by or subcontracted by the Contractor to provide services under this contract.

E. Fee Monitor. Government employee(s) who calculate, assess and report the Contractor healthcare worker's performance in accordance with the procedures set forth in this IFP. The Fee Monitor(s) may be the COR or another Government employee designated by the Commanding Officer.

F. Incentive Fee. The fee set forth in the contract that can be awarded in accordance with this plan.

G. Government Employee. A person employed by the Government, either as an Active Duty military member or as a civilian employee of the Department of the Navy.

H. Incentive Fee Plan (IFP). The document that identifies and clearly describes the criteria used to reward performance that meets or exceeds objective Qualifying Performance (i.e. performance-based) criteria.

I. Mitigating Event. Event(s) or occurrence(s) that mitigate Contractor healthcare worker performance either positively or negatively. Mitigating events do not include (a) illnesses, (b) leave time taken, (c) time lost to required training, (d) power outages, (e) equipment failures, (f) holidays, (g) adverse weather conditions, (h) the Government's inability to provide and/or schedule patients, chairside assistants and/or, supplies, and/or (i) other infrastructure and/or support required to provide required services or patient care.

J. NAVMEDLOGCOM. The Naval Medical Logistics Command, Ft Detrick, Frederick, Md. The acquisition and technical agent within the Navy's Bureau of Medicine and Surgery (BUMED) responsible for exercising day-to-day management of BUMED's health and dental care contracting programs.

K. Non-Qualifying Performance. Contractor healthcare worker performance that does not meet the Performance Criteria contained in the IFP.

L. Performance Criteria. The performance objectives to be calculated, assessed and reported under this IFP.

M. Qualifying Performance. Contractor healthcare worker performance that is calculated to meet or exceed the Performance Criteria contained in the IFP.

III. ORGANIZATION and RESPONSIBILITIES.

A. The Fee Monitor(s), Naval Dental Center Mid-Atlantic, Norfolk, VA shall calculate, assess and report the Contractor healthcare worker's performance to the Commanding Officer, Naval Dental Center Mid-Atlantic, Norfolk, VA.

B. The Commanding Officer, Naval Dental Center Mid-Atlantic Norfolk, VA (or delegated representative or designated committee) shall approve the calculation of incentive fees and recommend awards to the Contracting Officer, NAVMEDLOGCOM.

C. The Contracting Officer, NAVMEDLOGCOM shall issue a unilateral contract modification and otherwise notify the Contractor of those Contractor healthcare workers that have qualified for an Incentive Award under this IFP.

D. The Contractor shall provide an invoice to the COR for the amounts specified in the unilateral contract modification issued by the Contracting Officer.

E. The COR shall perform their inspection and acceptance duties for all invoices submitted by the Contractor according to the terms and conditions of the contract and the Contract Administration Plan.

F. The contractually designated Defense Financing and Accounting Service Center (DFAS) shall pay all invoices approved by the COR.

G. The Executive Officer, NAVMEDLOGCOM shall be the Contractor's Ombudsman.

IV. INCENTIVE FEES:

A. The Government will make incentive awards, on behalf of the Contractor's health care worker(s), directly to the Contractor. These awards will be based upon the Government's best business practice plan to minimize turnover, maximize the mission of the command, enhance quality and/or reward exemplary individual work.

B. The Contractor shall pass all incentive fee award amounts, without reduction, to the Contractor's healthcare worker(s). The Contractor agrees to only make deductions to the Incentive Fee Award to remain in compliance with the laws and regulations of the Internal Revenue Service, state and local taxation authorities. The amount paid to the healthcare worker, via the Contractor, shall not be further reduced.

C. All incentive fees will reward the Contractor's healthcare workers for Qualifying Performance as identified in Enclosure (1) to this plan. The total available incentive fee shall be as set forth in the Schedule and Section H of the contract. Corresponding line items will be included in the Schedule for each performance period. Funds will be obligated at the beginning of each fiscal quarter and any excess funds will be de-obligated upon determination and payment of any award fee to the Contractor. Incentive award fee amounts can only be increased by a written modification to the contract.

D. Prior to the beginning of each calendar quarter, the Fee Monitor(s) will provide the Contractor with either (a) a notification that the IFP has not changed since the previous quarter or, (b) an updated IFP identifying Performance Criteria for that evaluation period. The Contractor may also be briefed or otherwise provided more detailed information regarding any specific goals for the evaluation period. The Government reserves the unilateral right not to continue the IFP in a subsequent calendar quarter.

E. Each Contractor healthcare worker's performance for each month within the evaluation period (calendar quarter) will be calculated and assessed to determine whether or not they have met or exceeded the Qualifying Performance standard contained in this IFP. The Contracting Officer will be notified of the Commanding Officer/Commander's decision as to the amount of the incentive fee earned within 15 working days after the conclusion of each month within the evaluation period. The data used to make the Incentive Award decision will be provided to the Contractor as soon as possible (but not more than 10 days) following the end of the incentive fee period. The Contractor has 5 working days to provide the Commanding Officer with Mitigating Events that impact on the Incentive Awards. The Commanding Officer/Commander will evaluate those Mitigating Events and use this data in his/her determination. The Commanding Officer/Commander will advise the Contractor of the impact that Mitigating Events had on the Incentive Fee decision(s).

F. Fees unearned in one month or one evaluation period cannot be recouped in a subsequent month or evaluation period.

G. The decision of the Commanding Officer/Commander, once accepted by the Contracting Officer, is final and is not subject to Disputes Clause.

H. The Contractor has no standing to represent their interests before the Commanding Officer/Commander except through the submission of Mitigating Event data.

I. The standards of Qualifying Performance and Non-Qualifying Performance will be employed in determining whether or not the Contractor's healthcare workers have earned an incentive fee.

J. Prior to each evaluation period, the Government reserves the right to unilaterally change the IFP. All changes will be issued by the Contracting Officer as a modification to the contract. The Contractor will be notified prior to the beginning of a new incentive fee period.

K. The Contractor is free to provide the Contracting Officer any suggestions which will improve the Incentive Awards process. The Government is under no obligation to accept or adopt these ideas.

L. The Government will not consider any self-evaluation data provided by the Contractor's healthcare workers. Additional information shall only be provided by the Contractor as Mitigating Event data.

V. RESPONSIBILITIES AND PROCEDURES:

A. The Fee Monitor(s) will regularly gather, analyze and assess the Contractor healthcare worker's progress toward meeting the monthly Qualifying Performance standard.

B. The Contractor healthcare worker's Qualifying Performance data will be evaluated monthly and Incentive Awards will be recommended to the Commanding Officer/Commander based upon monthly performance. Within 5 working days following the end of each month within the Incentive Fee period, the Fee Monitor(s) will provide the monthly data to the Commanding Officer/Commander (or his/her designated representative or committee). These written reports will detail each Contractor healthcare worker's performance, recommending whether or not that performance meets or exceeds the Qualifying Performance standard. The Commanding Officer/Commander will evaluate this data monthly.

C. The Fee Monitor(s) will retain a list of Contractor healthcare worker's whose monthly Qualifying Performance data makes them eligible for an Incentive Award. However, Incentive Awards will be paid quarterly according to the process described herein.

D. The Commanding Officer/Commander will conduct a comprehensive evaluation of the quarterly performance period data provided by the Fee Monitor(s) within 10 working days following receipt of the data from the Fee Monitor(s) (a total of 15 working days after the end of the evaluation period). Not later than the 15th working day following the end of the evaluation period, the Commanding Officer/Commander will forward a recommendation, in writing, to the Contracting Officer. The format for these submissions will be jointly determined

between the Commanding Officer/Commander and the Contracting Officer. The Contracting Officer retains the right to approve any changes to the IFP.

E. The Contracting Officer will review the recommendation from the Commanding Officer/Commander. Within 5 working days, the Contracting Officer will notify the Contractor of the results of that Incentive Fee period and will issue a unilateral contract modification codifying those results. Notification to the Contractor will include the name of the individual(s) who has/have met or exceeded the Quality Performance standard and the amount of the incentive award to be made to each individual.

F. The Contractor will prepare an invoice and provide that invoice to the COR. Upon inspection and acceptance and according to the terms and conditions of the contract, the COR will forward the invoice for payment.

G. The Contractor, upon payment from DFAS, will distribute all Incentive Award fee money to the Contractor's healthcare workers without reduction. However, the Contractor shall, in all cases, remain in compliance with the laws and regulations of the Internal Revenue Service, state, and local taxation authorities.

H. Upon acceptance by the Contracting Officer, the Commanding Officer/Commander retains the right to recognize the Contractor's healthcare workers in ceremonies or via the issuance of certificates of recognition.

VI. Performance Criteria. The following is the performance criteria that will be evaluated during the listed period of performance of this contract (monthly, from 01 Oct 02 through 30 Sep 03). Both the scope of this IP and Qualifying Performance Criteria are specific and all inclusive. Specific Qualifying Performance Criteria are subject to change from one calendar quarter to the next.

A. For each calendar month, to reach the Qualifying Performance criteria, a Contractor shall produce (exclusively prosthetic laboratory technicians) shall produce a MINIMUM as follows Crown and Bridge – 95 DLWV'S, Porcelain – 85 DLWV'S, Removable partial denture – 40 DLWV'S, and acrylics – 65 DLWV'S per calendar month.

B. Incentive Award

1. For a Contractor Healthcare Worker (exclusively prosthetic laboratory technicians) to receive the incentive they must exceed the following: Crown and bridge – 95, Porcelain – 85, Removable partial dentures – 40, and Acrylics – 40.

2. For each DLWV that exceeds the awards performance level will receive \$15.00 per DLWV.

3. The total of all performance awards earned will not exceed a specific dollar to be provided by the Government upon award of these contracts. If awards received exceed the stated maximum amounts, these awards will be distributed based on percentage of increased production above the incentive minimum.

ATTACHMENT 008
POSITION SPECIFIC STATEMENT OF WORK
DENTAL HYGIENIST
SECOND DENTAL BATTALION/NAVAL DENTAL CENTER CAMP LEJEUNE NC, SUBORDINATE
BRANCH DENTAL CLINICS AND BRANCH DENTAL ANNEXES

- 1. LABOR CATEGORY.** The Contractor shall provide **DENTAL HYGIENIST** services as referenced in Section B, **CLINs** 0007AA and 0007AB.
- 2. PLACE OF PERFORMANCE.** The HCWs shall provide services for the NDC Camp Lejeune NC, Subordinate Branch Dental Clinics and Branch Dental Annexes (CLIN 0007AA) and Branch Dental Clinic MCAS Cherry Point, NC (CLIN 0007AB).
- 3. DUTY HOURS.** As stated in the basic contract, HCWs shall provide 40 hours of compensated service Monday through Friday excluding Federal holidays, between the hours of 0600 and 1800 to include an uncompensated meal time between 1130 and 1300.
- 4. ABSENCES AND LEAVE.** The HCWs shall accrue leave as stated in the basic contract.
- 5. CREDENTIALING REQUIREMENTS.** The Contractor shall submit credentialing information to the Professional Affairs Coordinator, Naval Dental Center Camp Lejeune NC (via the COR) 30 days prior to performing services under this contract. HCWs shall also complete an Individual Professional File (IPF) as stated in the Section C of the basic contract.
- 6. GENERAL DUTIES AND RESPONSIBILITIES.** The HCW shall:
 - 6.1.** Become familiar with and follow Navy standardized concepts of Phased Dentistry and Managed Dental Care.
 - 6.2.** Maintain continuing education throughout the term of the contract.
 - 6.3.** Direct supporting Government employees assigned to him or her during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of his or her clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer.
- 7. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL HYGIENISTS ARE AS FOLLOWS:**
 - 7.1.** Routine workload is scheduled by the DTF. Primary workload is a result of appointments generated by patient activity through the Comprehensive General Dentistry Department or scheduled through the DTF. The HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans, provision of mandated surveillance and preventive services and, the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to staff specialists for consultative opinions and continuation of care. The HCW shall also provide care to patients that other staff providers have referred for consultation and treatment.
 - 7.2.** Review and complete preliminary dental examinations for new periodontal and recall patients. Oversee and manage periodontal patient recall programs.
 - 7.3.** Review patient's medical and dental history for evidence of past and present conditions such as medical illnesses and use of drugs that may complicate or modify dental hygiene treatment.

- 7.4. Examine teeth and surrounding tissues for evidence of caries, periodontal disease and then record findings.
- 7.5. Inspect head and neck, examine mouth, throat and pharynx for evidence of disease such as oral cancer and/or soft tissue pathosis.
- 7.6. Expose, develop and interpret radiographs to identify tooth structure, periodontal support and other abnormalities such as periodontal bone loss, periapical pathosis, caries, defective restorations, improper tooth contours and contact relationships.
- 7.7. Refer suspected medical conditions, hard and soft tissue abnormalities, caries, periapical and periodontal pathosis and traumatic or suspicious lesions to the dental officer for evaluation.
- 7.8. Perform pit and fissure sealant applications.
- 7.9. Develop dental hygiene treatment plans for patients including assessment of the problem, type and extent of treatment required and sequence of appointments to complete treatments.
- 7.10. Obtain blood pressure on patients presenting for treatment.
- 7.11. Perform complete oral prophylaxis and non-surgical periodontal treatment on ambulatory patients using ultrasonic and hand instruments.
- 7.12. Perform subgingival scaling, root planing and curettage under local anesthesia administered by a Dental Officer and perform topical fluoride applications.
- 7.13. Treat acute necrotizing ulcerative gingivitis.
- 7.14. Polish teeth and apply disclosing solutions, fluorides, desensitizing agents and other topical medications to the teeth for the purpose of controlling caries and dentinal hypersensitivity.
- 7.15. Clean and polish removable dental appliances worn by patients.
- 7.16. Maintain patient records in accordance with JCAHO and DTF requirements.
- 7.17. Comply with applicable quality assurance standards for preventive dentistry.
- 7.18. Instruct patients, individually and in group seminars, in proper oral hygiene using a variety of aids such as models of teeth, slides, toothbrushes, floss, disclosing tablets, mirrors, interproximal brushes and rubber tips.
- 7.19. Plan and adapt oral home care techniques to the specific need of the individual patient.
- 7.20. Explain causes of caries and periodontal disease to patients and the importance of nutrition in maintaining dental and systemic health.
- 7.21. Monitor, supervise and assist in training dental technicians involved in direct patient care to perform scaling, prophylaxes, polishing procedures, fluoride applications and oral home care instructions. This may include preparing and presenting scheduled lectures to staff.
- 7.22. Maintain a record of patient treatment and number of patients treated.
- 7.23. Record oral condition of teeth and supporting tissues, type of therapy provided and progress notes.
- 7.24. Clean and maintain instruments and ensure their sterility.

- 7.25.** Assist in Oral Diagnosis Sick Call to include exposing and developing periapical, bitewing and panoramic radiographs.
- 7.26.** Provide oral prophylaxis, preventive dentistry procedures and non-surgical periodontal therapy.
- 7.27.** Clean and maintain work area to meet the Clinic's standards.
- 7.28.** Be assigned other duties consistent with the normal duties of a dental hygienist as directed by the Commanding Officer to include, but not limited to, participating in command quality improvement and assurance meetings, etc.
- 7.29.** Administration of local anesthesia (infiltration and block anesthesia) is not a required qualification; however, if the appropriate background training and credentials exist, clinical privileges may be granted.

8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL HYGIENISTS.

- 8.1.** Possess a degree or certificate in dental hygiene from a school of dental hygiene approved by the Council on Dental Education of the American Dental Association (ADA).
- 8.2.** Hold a current, unrestricted license to practice dental hygiene in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.
- 8.3.** Experience as a dental hygienist for at least 12 months within the preceding 24 months **OR** have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 8.4.** Either (a) successfully complete at least 12 classroom hours of continuing dental hygiene education within the preceding 18 months which maintain skills and knowledge in dental hygiene and preventive dentistry **OR** (b) have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 8.5.** Letters of recommendation.
- 8.5.1.** For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.
- 8.5.2.** For healthcare workers whom are not incumbents under Navy contracts, letters of recommendation from three practicing dentists attesting to the HCW's clinical skills. If a recent graduate per 8.3. above, the three letters of recommendation may be either from practicing dentists or from faculty members where the dental hygiene degree was received. Reference letters must have been written within the preceding three years and must include name, title, phone number, date of reference, address and signature of individual providing reference.

ATTACHMENT 009 POSITION SPECIFIC STATEMENT OF WORK DENTAL ASSISTANT

SECOND DENTAL BATTALION/NAVAL DENTAL CENTER CAMP LEJEUNE NC, SUBORDINATE BRANCH DENTAL CLINICS AND BRANCH DENTAL ANNEXES

- 1. LABOR CATEGORY.** The Contractor shall provide **DENTAL ASSISTANT** services as referenced in Section B, CLIN 0008AA and CLIN 0008AB.
- 2. PLACE OF PERFORMANCE.** The HCWs shall provide services for the NDC Camp Lejeune NC, Subordinate Branch Dental Clinics and Branch Dental Annexes (CLIN 0008AA) and Branch Dental Clinic MCAS Cherry Point, NC (CLIN 0008AB).

3. DUTY HOURS. As stated in the basic contract, HCWs shall provide 40 hours of compensated service Monday through Friday excluding Federal holidays, between the hours of 0600 and 1800 to include an uncompensated meal time between 1130 and 1300.

4. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

5. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

5.1. Provide for the examination, treatment, and disposition of patients compatible with the DTF's operating capacity and equipment.

5.2. Coordinate with other health care departments and the Clinic staff to provide complete care to patients.

5.3. Provide training to staff for routine dental assistant activities and procedures so that the benefit of routine care can be accrued.

5.4. Be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of your clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer.

5.5. Become familiar with and follow standardized Navy concepts of Phased Dentistry and Managed Dental Care.

5.6. Be responsible for a full range of dental assisting procedures in support of Dental Officer examinations and delivery of treatment under the "four handed dentistry" format within the personnel and equipment capabilities and limitations of the DTF. The HCW shall aid in the provision of mandated dental surveillance and preventive services and assist in ensuring the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall also refer patients who present with a complaint to staff dentists for evaluation and continuation of care and attend multidisciplinary treatment team meetings on behalf of the Dental Officers.

6. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL ASSISTANTS ARE AS FOLLOWS:

6.1. Perform a full range of dental assistant duties, within the scope of this statement of work, on site using Government furnished supplies, facilities and equipment within the assigned unit of the DTF. Workload occurs as a result of scheduled and unscheduled requirements for care. The HCW's actual clinical performance will be a function of the overall demand for dental assisting services. The HCW's productivity is expected to be comparable to that of other dental assistants assigned to the same facility and authorized the same scope of practice.

6.2. Maintain patient records in accordance with JCAHO and DTF requirements.

6.3. Select and arrange instruments and prepare set-ups for patient treatment.

6.4. Assist during patient examination and treatment.

6.5. Assist during administration of anesthesia.

6.6. Assist in placement and removal of sutures.

6.7. Prepare restorative and impression materials.

6.8. Dispose of contaminated waste in accordance with the standard procedures of the DTF.

6.9. Load and unload radiographic film cassettes.

- 6.10. Expose bitewing, periapical and occlusal film utilizing bisecting angle or paralleling radiographic techniques.
- 6.11. Perform radiographic darkroom procedures to include manual and automatic film processing.
- 6.12. Instruct on basic oral hygiene care.
- 6.13. Maintain operatory to meet the Clinic's cleanliness and infection control standards.
- 6.14. The HCW may be assigned other duties consistent with the normal duties of a dental assistant as directed by the Commanding Officer to include, but not limited to, working at the appointments desk, performing Central Sterile Supply functions, and participating in command quality improvement and assurance meetings, etc.
- 6.15. Under the supervision of a dentist, all HCWs may be permitted to participate in the Expanded Functions training program and certification in accordance with BUMEDINST 6600.13 and local directives at the Commanding Officer's discretion.

7. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL ASSISTANTS.

- 7.1. Possess a Certificate or Associate Degree as a dental assistant/technician from a state accredited program and 12 months experience within the preceding **60** months **OR** certification from a military dental technician or dental assistant "A" school and 12 months experience within the preceding **60** months **OR** certification from a Red Cross Dental Assistant course and 12 months experience within the preceding **60** months **OR** certification from a Military Red Cross Dental Assistant course within the preceding 6 months **OR** 36 months experience within the preceding **60** months as a dental assistant in a private practice or a military Clinic **OR** membership in good standing with the American Association of Dental Assistants with required continuing education and 12 months experience within the preceding **60** months **OR** graduation from a state accredited program for dental assistants or dental technology within the preceding 12 months.
- 7.2. Letters of recommendation.
 - 7.2.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.
 - 7.2.2. For healthcare workers whom are not incumbents under Navy contracts, three letters of recommendation, at least two of which must be from either practicing dentists or faculty members where the HCW received his/her dental assistant training. The letters must attest to the HCW's clinical skills, patient rapport, etc. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. The third letter may be from a previous employer. Reference letters must have been written within the preceding three years.
- 7.3. Certification or permit for use of dental X-ray equipment.

ATTACHMENT 010
POSITION SPECIFIC STATEMENT OF WORK
GENERAL DENTIST
NAVAL DENTAL CENTER PARRIS ISLAND SC, SUBORDINATE BRANCH DENTAL CLINICS AND
BRANCH DENTAL ANNEXES

1. LABOR CATEGORY.

1.1. The Contractor shall provide **GENERAL DENTIST** services as referenced in Section B, **CLIN 0009AA**.

2. PLACE OF PERFORMANCE.

2.1. The HCW shall provide services at the location specified in Section B, **CLIN 0009AA**.

3. DUTY HOURS. As stated in the basic contract, HCWs shall provide 8.5 hours of compensated service Monday through Friday excluding Federal holidays, between the hours of 0600 and 1800 to include an uncompensated 0.5 hour for lunch.

4. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

5. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the Professional Affairs Coordinator, Naval Dental Center Parris Island SC (via the COR) 30 days prior to performing services under this contract. HCWs shall also complete an Individual Credentials File (ICF) as stated in the Section C of the basic contract.

6. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

6.1. Direct supporting Government employees assigned to them during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW performs limited administrative duties, which include maintaining statistical records of workload and participating in clinical staff quality assurance functions and in-service training functions at the prerogative of the Commanding Officer.

6.2. Become familiar with and follow Navy standardized concepts of Phased Dentistry and Managed Dental Care.

6.3. Perform other duties consistent with the normal duties of a General Dentist as directed by the Commanding Officer.

7. SPECIFIC DUTIES/RESPONSIBILITIES OF GENERAL DENTISTS ARE AS FOLLOWS:

7.1. Routine workload is scheduled by the treatment facility. Primary workload is a result of appointments generated by patient activity through the Comprehensive General Dentistry Department or scheduled through the DTF. Workload also occurs as a result of unscheduled (emergent or patient walk-in) requirements for care. The HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans. The HCW shall provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. The HCW has sole responsibility for the quality and timeliness of preparation of dental records and reports for procedures performed and care provided. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to staff specialists for consultative opinions and continuation of care. The HCW shall also provide care to patients that other staff providers have referred for consultation and treatment.

7.2. The HCW shall perform a full range of clinical dentistry procedures, within the scope of clinical privileges granted by the Commanding Officer, on-site using Government furnished facilities, supplies, and equipment. Caseload occurs as a result of either scheduled or unscheduled requirements for care.

7.3. HCW productivity is expected to be comparable with that of other General Dentists assigned to the same facility and scope of practice.

8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR GENERAL DENTISTS.

8.1. A doctorate in dentistry from an accredited dental school approved by the Council on Dental Education of the American Dental Association (ADA).

8.2. A current, unrestricted license to practice dentistry in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.

8.3. Experience as a General Dentist of at least 12 months within the preceding 36 months **OR** have received doctorate in dentistry from an accredited dental school approved by the Council on Dental Education of the American Dental Association (ADA) within the preceding 12 months.

8.4. Successful completion of at least 12 classroom hours of continuing dental education, which maintain skills and knowledge as a General Dentist within the preceding 24 months **OR** have received doctorate in dentistry from an accredited dental school approved by the Council on Dental Education of the American Dental Association (ADA) within the preceding 12 months.

8.5. Letters of recommendation.

8.5.1. For incumbents, 1 letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

8.5.2. For healthcare workers whom are not incumbents under Navy contracts, letters of recommendation from three practicing dentists and/or professors attesting to their clinical skills, patient rapport, etc. Recommendation letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. Reference letters must have been written within the preceding three years.

ATTACHMENT 011
POSITION SPECIFIC STATEMENT OF WORK
DENTAL HYGIENIST
NAVAL DENTAL CENTER PARRIS ISLAND SC, SUBORDINATE BRANCH DENTAL CLINICS AND
BRANCH DENTAL ANNEXES

1. LABOR CATEGORY.

1.1 The Contractor shall provide **DENTAL HYGIENIST** services as referenced in Section B, **CLIN 0009AB**.

2. PLACE OF PERFORMANCE.

2.1. The HCW shall provide services at the location specified in Section B, **CLIN 0009AB**.

3. DUTY HOURS. As stated in the basic contract, HCWs shall provide 8.5 hours of compensated service Monday through Friday excluding Federal holidays, between the hours of 0600 and 1800 to include an uncompensated 0.5 hour for lunch.

4. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

5. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the Professional Affairs Coordinator, Naval Dental Center Parris Island SC (via the COR) 30 days prior to performing services under this contract. HCWs shall also complete an Individual Credentials File (ICF) as stated in the Section C of the basic contract.

6. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

6.1. Become familiar with and follow Navy standardized concepts of Phased Dentistry and Managed Dental Care.

6.2. Maintain continuing education throughout the term of the contract.

6.3. Direct supporting Government employees assigned to him or her during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of his or her clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer.

6.5. HCW productivity is expected to be comparable with that of other dental hygienists performing full time dental hygiene services within the Navy Dental Corps as measured by Dental Weighted Values.

7. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL HYGIENISTS ARE AS FOLLOWS:

7.1. Routine workload is scheduled by the DTF. Primary workload is a result of appointments generated by patient activity through the Comprehensive General Dentistry Department or scheduled through the DTF. The HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans, provision of mandated surveillance and preventive services and, the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to staff specialists for consultative opinions and continuation of care. The HCW shall also provide care to patients that other staff providers have referred for consultation and treatment.

- 7.2. Review and complete preliminary dental examinations for new periodontal and recall patients. Oversee and manage periodontal patient recall programs.
- 7.3. Review patient's medical and dental history for evidence of past and present conditions such as medical illnesses and use of drugs that may complicate or modify dental hygiene treatment.
- 7.4. Examine teeth and surrounding tissues for evidence of caries, periodontal disease and then record findings.
- 7.5. Inspect head and neck, examine mouth, throat and pharynx for evidence of disease such as oral cancer and/or soft tissue pathosis.
- 7.6. Expose, develop and interpret radiographs to identify tooth structure, periodontal support and other abnormalities such as periodontal bone loss, periapical pathosis, caries, defective restorations, improper tooth contours and contact relationships.
- 7.7. Refer suspected medical conditions, hard and soft tissue abnormalities, caries, periapical and periodontal pathosis and traumatic or suspicious lesions to the dental officer for evaluation.
- 7.8. Perform pit and fissure sealant applications.
- 7.9. Develop dental hygiene treatment plans for patients including assessment of the problem, type and extent of treatment required and sequence of appointments to complete treatments.
- 7.10. Obtain blood pressure on patients presenting for treatment.
- 7.11. Perform complete oral prophylaxis and non-surgical periodontal treatment on ambulatory patients using ultrasonic and hand instruments.
- 7.12. Perform subgingival scaling, root planing and curettage under local anesthesia administered by a dental officer and perform topical fluoride applications.
- 7.13. Treat acute necrotizing ulcerative gingivitis.
- 7.14. Polish teeth and apply disclosing solutions, fluorides, desensitizing agents and other topical medications to the teeth for the purpose of controlling caries and dentinal hypersensitivity.
- 7.15. Clean and polish removable dental appliances worn by patients.
- 7.16. Maintain patient records in accordance with JCAHO and DTF requirements.
- 7.17. Comply with applicable quality assurance standards for preventive dentistry.
- 7.18. Instruct patients, individually and in group seminars, in proper oral hygiene using a variety of aids such as models of teeth, slides, toothbrushes, floss, disclosing tablets, mirrors, interproximal brushes and rubber tips.
- 7.19. Plan and adapt oral home care techniques to the specific need of the individual patient.
- 7.20. Explain causes of caries and periodontal disease to patients and the importance of nutrition in maintaining dental and systemic health.
- 7.21. Monitor, supervise and assist in training dental technicians involved in direct patient care to perform scaling, prophylaxes, polishing procedures, fluoride applications and oral home care instructions. This may include preparing and presenting scheduled lectures to staff.
- 7.22. Maintain a record of patient treatment and number of patients treated.

- 7.23. Record oral condition of teeth and supporting tissues, type of therapy provided and progress notes.
- 7.24. Clean and maintain instruments and ensure their sterility.
- 7.25. Assist in Oral Diagnosis Sick Call to include exposing and developing periapical, bitewing and panoral radiographs.
- 7.26. Provide oral prophylaxis, preventive dentistry procedures and non-surgical periodontal therapy.
- 7.27. Clean and maintain work area to meet the Clinic's standards.
- 7.28. Be assigned other duties consistent with the normal duties of a dental hygienist as directed by the Commanding Officer to include but not limited to, participating in command quality improvement and assurance meetings, etc.
- 7.29. Administration of local anesthesia (infiltration and block anesthesia) is not a required qualification; however, if the appropriate background training and credentials exist, clinical privileges may be granted.

8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL HYGIENISTS.

- 8.1. Possess a degree or certificate in dental hygiene from a school of dental hygiene approved by the Council on Dental Education of the American Dental Association (ADA).
- 8.2. Hold a current, unrestricted license to practice dental hygiene in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.
- 8.3. Experience as a dental hygienist for at least 12 months within the preceding 24 months **OR** have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 8.4. Either (a) successfully complete at least 12 classroom hours of continuing dental hygiene education within the preceding 18 months which maintain skills and knowledge in dental hygiene and preventive dentistry **OR** (b) have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 8.5. Letters of recommendation.
 - 8.5.1. For incumbents, one letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.
 - 8.5.2. For healthcare workers whom are not incumbents under Navy contracts, letters of recommendation from three practicing dentists attesting to the HCW's clinical skills. If a recent graduate per 8.3. above, the three letters of recommendation may be either from practicing dentists or from faculty members where dental hygiene degree was received. Reference letters must have been written within the preceding three years and must include name, title, phone number, date of reference, address and signature of individual providing reference.

ATTACHMENT 012
POSITION SPECIFIC STATEMENT OF WORK
DENTAL ASSISTANT
NAVAL DENTAL CENTER PARRIS ISLAND SC, SUBORDINATE BRANCH DENTAL CLINICS AND
BRANCH DENTAL ANNEXES

1. LABOR CATEGORY.

1.1. The Contractor shall provide **DENTAL ASSISTANT** services as referenced in Section B, **CLIN 0009AC**.

2. PLACE OF PERFORMANCE.

2.2. The HCW shall provide services at the location specified in Section B, **CLIN 0009AC**.

3. DUTY HOURS. As stated in the basic contract, HCWs shall provide 8.5 hours of compensated service Monday through Friday excluding Federal holidays, between the hours of 0600 and 1800 to include an uncompensated 0.5 hour for lunch.

4. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

5. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

5.1. Provide for the examination, treatment, and disposition of patients compatible with the DTF's operating capacity and equipment.

5.2. Coordinate with other health care departments and the Clinic staff to provide complete care to patients.

5.3. Provide training to staff for routine dental assistant activities and procedures so that the benefit of routine care can be accrued.

5.4. Be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of your clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commanding Officer.

5.5. Become familiar with and follow standardized Navy concepts of Phased Dentistry and Managed Dental Care.

5.6. Be responsible for a full range of dental assisting procedures in support of Dental Officer examinations and delivery of treatment under the "four handed dentistry" format within the personnel and equipment capabilities and limitations of the DTF. The HCW shall aid in the provision of mandated dental surveillance and preventive services and assist in ensuring the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall also refer patients who present with a complaint to staff dentists for evaluation and continuation of care and attend multidisciplinary treatment team meetings on behalf of the dental officers.

6. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL ASSISTANTS ARE AS FOLLOWS:

6.1. Perform a full range of dental assistant duties, within the scope of this statement of work, on site using Government furnished supplies, facilities and equipment within the assigned unit of the DTF. Workload occurs as a result of scheduled and unscheduled requirements for care. The HCW's actual clinical performance will be a function of the overall demand for dental assisting services. The HCW's productivity is expected to be comparable to that of other dental assistants assigned to the same facility and authorized the same scope of practice. The HCW shall:

6.2. Maintain patient records in accordance with JCAHO and DTF requirements.

- 6.3. Select and arrange instruments and prepare set-ups for patient treatment.
- 6.4. Assist during patient examination and treatment.
- 6.5. Assist during administration of anesthesia.
- 6.6. Assist in placement and removal of sutures.
- 6.7. Prepare restorative and impression materials.
- 6.8. Dispose of contaminated waste in accordance with the standard procedures of the DTF.
- 6.9. Load and unload radiographic film cassettes.
- 6.10. Expose bitewing, periapical and occlusal film utilizing bisecting angle or paralleling radiographic techniques.
- 6.11. Perform radiographic darkroom procedures to include manual and automatic film processing.
- 6.12. Instruct on basic oral hygiene care.
- 6.13. Maintain operatory to meet the Clinic's cleanliness and infection control standards.
- 6.14. The HCW may be assigned other duties consistent with the normal duties of a dental assistant as directed by the Commanding Officer to include, but not limited to, working at the appointments desk, performing Central Sterile Supply functions, and participating in command quality improvement and assurance meetings, etc.
- 6.15. Under the supervision of a dentist, all HCWs may be permitted to participate in Expanded Functions training program and certification in accordance with BUMEDINST 6600.13 and local directives at the Commanding Officer's discretion.

7. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL ASSISTANTS.

7.1. Possess a Certificate or Associate Degree as a dental assistant/technician from a state accredited program and 12 months experience within the preceding **60** months **OR** certification from a military dental technician or dental assistant "A" school and 12 months experience within the preceding **60** months **OR** certification from a Red Cross Dental Assistant course and 12 months experience within the preceding **60** months **OR** certification from a Military Red Cross Dental Assistant course within the preceding 6 months **OR** 36 months experience within the preceding **60** months as a dental assistant in a private practice or a military Clinic **OR** membership in good standing with the American Association of Dental Assistants with required continuing education and 12 months experience within the preceding **60** months **OR** graduation from a state accredited program for dental assistants or dental technology within the preceding 12 months.

7.2. Letters of recommendation.

7.2.1. For incumbents, one letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

7.2.2. For healthcare workers whom are not incumbents under Navy contracts, three letters of recommendation, at least two of which must be from either practicing dentists or faculty members where the HCW received his/her dental assistant training. The letters must attest to the HCW's clinical skills, patient rapport, etc. Recommendation

letters must include name, title, phone number, date of reference, address and signature of individual providing the letter. The third letter may be from a previous employer. Reference letters must have been written within the preceding three years.

7.3. Certification or permit for use of dental X-ray equipment.

ATTACHMENT 013
POSITION SPECIFIC STATEMENT OF WORK
DENTAL HYGIENIST
U.S. ARMY DENTAL ACTIVITY TIGNOR DENTAL CLINIC, FORT EUSTIS VA

1. LABOR CATEGORY.

1.1. The Contractor shall provide **DENTAL HYGIENIST** services as referenced in Section B, **CLIN 0010AA**

2. PLACE OF PERFORMANCE.

2.1. The HCW shall provide services at the location specified in Section B, **CLIN 0010AA**.

3. DUTY HOURS. The HCW shall provide services Monday through Friday, excluding Federal holidays, as stated in the basic contract, for 8.5 hours between the hours of 0730 and 1600 to include an uncompensated 0.5 hour for lunch.

4. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

5. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the Commander, U.S. Army Dental Activity Tignor Dental Clinic, Fort Eustis VA (ATTN: Credentialing) 30 days prior to performing services for this contract. HCWs shall also complete a Practitioners Credentials File (PCF) as stated in the Section C of the basic contract.

6. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

6.1. Become familiar with and follow Army standardized concepts of Phased Dentistry and Managed Dental Care.

6.2. Maintain continuing education throughout the term of the contract.

6.3. Direct supporting Government employees assigned to him or her during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of his or her clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commander.

7. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL HYGIENISTS ARE AS FOLLOWS:

7.1. Routine workload is scheduled by the DTF. Primary workload is a result of appointments generated by patient activity through the Comprehensive General Dentistry Department or scheduled through the DTF. The HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans, provision of mandated surveillance and preventive services and, the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to staff specialists for consultative opinions and continuation of care. The HCW shall also provide care to patients that other staff providers have referred for consultation and treatment.

7.2. Review and complete preliminary dental examinations for new periodontal and recall patients. Oversee and manage periodontal patient recall programs.

7.3. Review patient's medical and dental history for evidence of past and present conditions such as medical illnesses and use of drugs that may complicate or modify dental hygiene treatment.

- 7.4. Examine teeth and surrounding tissues for evidence of caries, periodontal disease and then record findings.
- 7.5. Inspect head and neck, examine mouth, throat and pharynx for evidence of disease such as oral cancer and/or soft tissue pathosis.
- 7.6. Expose, develop and interpret radiographs to identify tooth structure, periodontal support and other abnormalities such as periodontal bone loss, periapical pathosis, caries, defective restorations, improper tooth contours and contact relationships.
- 7.7. Refer suspected medical conditions, hard and soft tissue abnormalities, caries, periapical and periodontal pathosis and traumatic or suspicious lesions to the dental officer for evaluation.
- 7.8. Perform pit and fissure sealant applications.
- 7.9. Develop dental hygiene treatment plans for patients including assessment of the problem, type and extent of treatment required and sequence of appointments to complete treatments.
- 7.10. Obtain blood pressure on patients presenting for treatment.
- 7.11. Perform complete oral prophylaxis and non-surgical periodontal treatment on ambulatory patients using ultrasonic and hand instruments.
- 7.12. Perform subgingival scaling, root planing and curettage under local anesthesia administered by a dental officer and perform topical fluoride applications.
- 7.13. Treat acute necrotizing ulcerative gingivitis.
- 7.14. Polish teeth and apply disclosing solutions, fluorides, desensitizing agents and other topical medications to the teeth for the purpose of controlling caries and dentinal hypersensitivity.
- 7.15. Clean and polish removable dental appliances worn by patients.
- 7.16. Maintain patient records in accordance with JCAHO and DTF requirements.
- 7.17. Comply with applicable quality assurance standards for preventive dentistry.
- 7.18. Instruct patients, individually and in group seminars, in proper oral hygiene using a variety of aids such as models of teeth, slides, toothbrushes, floss, disclosing tablets, mirrors, interproximal brushes and rubber tips.
- 7.19. Plan and adapt oral home care techniques to the specific need of the individual patient.
- 7.20. Explain causes of caries and periodontal disease to patients and the importance of nutrition in maintaining dental and systemic health.
- 7.21. Monitor, supervise and assist in training dental technicians involved in direct patient care to perform scaling, prophylaxes, polishing procedures, fluoride applications and oral home care instructions. This may include preparing and presenting scheduled lectures to staff.
- 7.22. Maintain a record of patient treatment and number of patients treated.
- 7.23. Record oral condition of teeth and supporting tissues, type of therapy provided and progress notes.
- 7.24. Clean and maintain instruments and ensure their sterility.

7.25. Assist in Oral Diagnosis Sick Call to include exposing and developing periapical, bitewing and panoramic radiographs.

7.26. Provide oral prophylaxis, preventive dentistry procedures and non-surgical periodontal therapy.

7.27. Clean and maintain work area to meet the Clinic's standards.

7.28. Be assigned other duties consistent with the normal duties of a dental hygienist as directed by the Commander to include, but not limited to, participating in command quality improvement and assurance meetings, etc.

7.29. Administration of local anesthesia (infiltration and block anesthesia) is not a required qualification; however, if the appropriate background training and credentials exist, clinical privileges may be granted.

8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL HYGIENISTS.

8.1. Possess a degree or certificate in dental hygiene from a school of dental hygiene approved by the Council on Dental Education of the American Dental Association (ADA).

8.2. Hold a current, unrestricted license to practice dental hygiene in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.

8.3. Experience as a dental hygienist for at least 12 months within the preceding 24 months **OR** have graduated from an ADA approved dental hygiene program within the preceding 12 months.

8.4. Either (a) successfully complete at least 12 classroom hours of continuing dental hygiene education within the preceding 18 months which maintain skills and knowledge in dental hygiene and preventive dentistry **OR** (b) have graduated from an ADA approved dental hygiene program within the preceding 12 months.

8.5. Letters of recommendation.

8.5.1. For incumbents, one letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.

8.5.2. For healthcare workers whom are not incumbents under Navy contracts, letters of recommendation from three practicing dentists attesting to the HCW's clinical skills. If a recent graduate per 8.3. above, the three letters of recommendation may be either from practicing dentists or from faculty members where dental hygiene degree was received. Reference letters must have been written within the preceding three years and must include name, title, phone number, date of reference, address and signature of individual providing reference.

ATTACHMENT 014
POSITION SPECIFIC STATEMENT OF WORK
DENTAL HYGIENIST
U.S. ARMY DENTAL ACTIVITY FORT MONROE DENTAL CLINIC, FORT MONROE VA

1. LABOR CATEGORY.

1.1. The Contractor shall provide **DENTAL HYGIENIST** services as referenced in Section B, **CLIN 0010AB**.

2. PLACE OF PERFORMANCE.

2.1. The HCW shall provide services at the location specified in Section B, **CLIN 0010AB**.

3. DUTY HOURS. The HCW shall provide services excluding Federal holidays, as stated in the basic contract and as follows: (a) Monday and Tuesday - 0730 to 1600, and (b) Friday - 0730 to 1130. All workdays shall include an uncompensated 0.5 hour for lunch.

4. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

5. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the Commander, U.S. Army Dental Activity Tignor Dental Clinic, Fort Eustis VA (ATTN: Credentialing) 30 days prior to performing services for this contract. HCWs shall also complete a Practitioners Credentials File (PCF) as stated in the Section C of the basic contract.

6. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

6.1. Become familiar with and follow Army standardized concepts of Phased Dentistry and Managed Dental Care.

6.2. Maintain continuing education throughout the term of the contract.

6.3. Direct supporting Government employees assigned to him or her during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of his or her clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commander.

7. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL HYGIENISTS ARE AS FOLLOWS:

7.1. Routine workload is scheduled by the DTF. Primary workload is a result of appointments scheduled through the DTF's central appointment system. Secondary workload is a result of consultation requests submitted to the specialty Clinic by staff dentists. The Contractor is responsible for delivery of treatment within the personnel and equipment capabilities of the DTF, provision of mandated surveillance and preventive services, and the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall refer patients to staff specialists for consultative opinions and continuation of care and shall see the patients of other staff health care providers who have been referred for consultation and treatment.

7.2. Review and complete preliminary dental examinations for new periodontal and recall patients. Oversee and manage periodontal patient recall programs.

7.3. Review patient's medical and dental history for evidence of past and present conditions such as medical illnesses and use of drugs that may complicate or modify dental hygiene treatment.

7.4. Examine teeth and surrounding tissues for evidence of caries, periodontal disease and then record findings.

- 7.5. Inspect head and neck, examine mouth, throat and pharynx for evidence of disease such as oral cancer and/or soft tissue pathosis.
- 7.6. Expose, develop and interpret radiographs to identify tooth structure, periodontal support and other abnormalities such as periodontal bone loss, periapical pathosis, caries, defective restorations, improper tooth contours and contact relationships.
- 7.7. Refer suspected medical conditions, hard and soft tissue abnormalities, caries, periapical and periodontal pathosis and traumatic or suspicious lesions to the dental officer for evaluation.
- 7.8. Perform pit and fissure sealant applications.
- 7.9. Develop dental hygiene treatment plans for patients including assessment of the problem, type and extent of treatment required and sequence of appointments to complete treatments.
- 7.10. Obtain blood pressure on patients presenting for treatment.
- 7.11. Perform complete oral prophylaxis and non-surgical periodontal treatment on ambulatory patients using ultrasonic and hand instruments.
- 7.12. Perform subgingival scaling, root planing and curettage under local anesthesia administered by a dental officer and perform topical fluoride applications.
- 7.13. Treat acute necrotizing ulcerative gingivitis.
- 7.14. Polish teeth and apply disclosing solutions, fluorides, desensitizing agents and other topical medications to the teeth for the purpose of controlling caries and dentinal hypersensitivity.
- 7.15. Clean and polish removable dental appliances worn by patients.
- 7.16. Maintain patient records in accordance with JCAHO and DTF requirements.
- 7.17. Comply with applicable quality assurance standards for preventive dentistry.
- 7.18. Instruct patients, individually and in group seminars, in proper oral hygiene using a variety of aids such as models of teeth, slides, toothbrushes, floss, disclosing tablets, mirrors, interproximal brushes and rubber tips.
- 7.19. Plan and adapt oral home care techniques to the specific need of the individual patient.
- 7.20. Explain causes of caries and periodontal disease to patients and the importance of nutrition in maintaining dental and systemic health.
- 7.21. Monitor, supervise and assist in training dental technicians involved in direct patient care to perform scaling, prophylaxes, polishing procedures, fluoride applications and oral home care instructions. This may include preparing and presenting scheduled lectures to staff.
- 7.22. Maintain a record of patient treatment and number of patients treated.
- 7.23. Record oral condition of teeth and supporting tissues, type of therapy provided and progress notes.
- 7.24. Clean and maintain instruments and ensure their sterility.
- 7.25. Assist in Oral Diagnosis Sick Call to include exposing and developing periapical, bitewing and panoramic radiographs.

- 7.26.** Provide oral prophylaxis, preventive dentistry procedures and non-surgical periodontal therapy.
- 7.27.** Clean and maintain work area to meet the Clinic's standards.
- 7.28.** Be assigned other duties consistent with the normal duties of a dental hygienist as directed by the Commander to include, but not limited to, participating in command quality improvement and assurance meetings, etc.
- 7.29.** Administration of local anesthesia (infiltration and block anesthesia) is not a required qualification; however, if the appropriate background training and credentials exist, clinical privileges may be granted.

8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL HYGIENISTS.

- 8.1.** Possess a degree or certificate in dental hygiene from a school of dental hygiene approved by the Council on Dental Education of the American Dental Association (ADA).
- 8.2.** Hold a current, unrestricted license to practice dental hygiene in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.
- 8.3.** Experience as a dental hygienist for at least 12 months within the preceding 24 months **OR** have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 8.4.** Either (a) successfully complete at least 12 classroom hours of continuing dental hygiene education within the preceding 18 months which maintain skills and knowledge in dental hygiene and preventive dentistry **OR** (b) have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 8.5.** Letters of recommendation.
- 8.5.1.** For incumbents, one letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.
- 8.5.2.** For healthcare workers whom are not incumbents under Navy contracts, letters of recommendation from three practicing dentists attesting to the HCW's clinical skills. If a recent graduate per 8.3. above, the three letters of recommendation may be either from practicing dentists or from faculty members where dental hygiene degree was received. Reference letters must have been written within the preceding three years and must include name, title, phone number, date of reference, address and signature of individual providing reference.

ATTACHMENT 015
POSITION SPECIFIC STATEMENT OF WORK
DENTAL HYGIENIST
U.S. ARMY DENTAL ACTIVITY FORT STORY DENTAL CLINIC, FORT STORY VA

1. LABOR CATEGORY.

1.1. The Contractor shall provide **DENTAL HYGIENIST** services as referenced in Section B, **CLIN 0010AC**.

2. PLACE OF PERFORMANCE.

2.1. The HCW shall provide services at the location specified in Section B, **CLIN 0010AC**.

3. DUTY HOURS. The HCW shall provide services excluding Federal holidays, as stated in the basic contract and as follows: (a) Monday and Tuesday - 0730 to 1600, and (b) Wednesday - 1230 to 1600. All workdays shall include an uncompensated 0.5 hour for lunch.

4. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

5. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the Commander, U.S. Army Dental Activity Tignor Dental Clinic, Fort Eustis VA (ATTN: Credentialing) 30 days prior to performing services for this contract. HCWs shall also complete a Practitioners Credentials File (PCF) as stated in the Section C of the basic contract.

6. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

6.1. Become familiar with and follow Army standardized concepts of Phased Dentistry and Managed Dental Care.

6.2. Maintain continuing education throughout the term of the contract.

6.3. Direct supporting Government employees assigned to him or her during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW shall perform administrative duties that include maintaining statistical records of his or her clinical workload, participating in dental education programs, preparing documentation for boards, and participating in clinical staff quality assurance functions at the prerogative of the Commander.

7. SPECIFIC DUTIES/RESPONSIBILITIES OF DENTAL HYGIENISTS ARE AS FOLLOWS:

7.1. Routine workload is scheduled by the DTF. Primary workload is a result of appointments scheduled through the DTF's central appointment system. Secondary workload is a result of consultation requests submitted to the specialty Clinic by staff dentists. The Contractor is responsible for delivery of treatment within the personnel and equipment capabilities of the DTF, provision of mandated surveillance and preventive services, and the quality and timeliness of treatment records and reports required to document procedures performed and care provided. The HCW shall refer patients to staff specialists for consultative opinions and continuation of care and shall see the patients of other staff health care providers who have been referred for consultation and treatment.

7.2. Review and complete preliminary dental examinations for new periodontal and recall patients. Oversee and manage periodontal patient recall programs.

7.3. Review patient's medical and dental history for evidence of past and present conditions such as medical illnesses and use of drugs that may complicate or modify dental hygiene treatment.

7.4. Examine teeth and surrounding tissues for evidence of caries, periodontal disease and then record findings.

- 7.5. Inspect head and neck, examine mouth, throat and pharynx for evidence of disease such as oral cancer and/or soft tissue pathosis.
- 7.6. Expose, develop and interpret radiographs to identify tooth structure, periodontal support and other abnormalities such as periodontal bone loss, periapical pathosis, caries, defective restorations, improper tooth contours and contact relationships.
- 7.7. Refer suspected medical conditions, hard and soft tissue abnormalities, caries, periapical and periodontal pathosis and traumatic or suspicious lesions to the dental officer for evaluation.
- 7.8. Perform pit and fissure sealant applications.
- 7.9. Develop dental hygiene treatment plans for patients including assessment of the problem, type and extent of treatment required and sequence of appointments to complete treatments.
- 7.10. Obtain blood pressure on patients presenting for treatment.
- 7.11. Perform complete oral prophylaxis and non-surgical periodontal treatment on ambulatory patients using ultrasonic and hand instruments.
- 7.12. Perform subgingival scaling, root planing and curettage under local anesthesia administered by a dental officer and perform topical fluoride applications.
- 7.13. Treat acute necrotizing ulcerative gingivitis.
- 7.14. Polish teeth and apply disclosing solutions, fluorides, desensitizing agents and other topical medications to the teeth for the purpose of controlling caries and dentinal hypersensitivity.
- 7.15. Clean and polish removable dental appliances worn by patients.
- 7.16. Maintain patient records in accordance with JCAHO and DTF requirements.
- 7.17. Comply with applicable quality assurance standards for preventive dentistry.
- 7.18. Instruct patients, individually and in group seminars, in proper oral hygiene using a variety of aids such as models of teeth, slides, toothbrushes, floss, disclosing tablets, mirrors, interproximal brushes and rubber tips.
- 7.19. Plan and adapt oral home care techniques to the specific need of the individual patient.
- 7.20. Explain causes of caries and periodontal disease to patients and the importance of nutrition in maintaining dental and systemic health.
- 7.21. Monitor, supervise and assist in training dental technicians involved in direct patient care to perform scaling, prophylaxes, polishing procedures, fluoride applications and oral home care instructions. This may include preparing and presenting scheduled lectures to staff.
- 7.22. Maintain a record of patient treatment and number of patients treated.
- 7.23. Record oral condition of teeth and supporting tissues, type of therapy provided and progress notes.
- 7.24. Clean and maintain instruments and ensure their sterility.
- 7.25. Assist in Oral Diagnosis Sick Call to include exposing and developing periapical, bitewing and panoramic radiographs.

- 7.26. Provide oral prophylaxis, preventive dentistry procedures and non-surgical periodontal therapy.
- 7.27. Clean and maintain work area to meet the Clinic's standards.
- 7.28. Be assigned other duties consistent with the normal duties of a dental hygienist as directed by the Commander to include, but not limited to, participating in command quality improvement and assurance meetings, etc.
- 7.29. Administration of local anesthesia (infiltration and block anesthesia) is not a required qualification; however, if the appropriate background training and credentials exist, clinical privileges may be granted.

8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR DENTAL HYGIENISTS.

- 8.1. Possess a degree or certificate in dental hygiene from a school of dental hygiene approved by the Council on Dental Education of the American Dental Association (ADA).
- 8.2. Hold a current, unrestricted license to practice dental hygiene in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.
- 8.3. Experience as a dental hygienist for at least 12 months within the preceding 24 months **OR** have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 8.4. Either (a) successfully complete at least 12 classroom hours of continuing dental hygiene education within the preceding 18 months which maintain skills and knowledge in dental hygiene and preventive dentistry **OR** (b) have graduated from an ADA approved dental hygiene program within the preceding 12 months.
- 8.5. Letters of recommendation.
 - 8.5.1. For incumbents, one letter of recommendation from their current workplace supervisor which at a minimum, states, (a) they meet the education and experience requirements of this contract and (b) their performance has been satisfactory. Although the recommending Government official is free to add any additional information they wish, without these two specific items, the Government will reject the letter. Additionally, the letter must provide the name, title, phone number, date of reference, address and signature of individual providing the letter.
 - 8.5.2. For healthcare workers whom are not incumbents under Navy contracts, letters of recommendation from three practicing dentists attesting to the HCW's clinical skills. If a recent graduate per 8.3. above, the three letters of recommendation may be either from practicing dentists or from faculty members where dental hygiene degree was received. Reference letters must have been written within the preceding three years and must include name, title, phone number, date of reference, address and signature of individual providing reference.

ATTACHMENT 016A
SERVICE CONTRACT ACT WAGE DETERMINATIONS
NDC NORFOLK, FT. EUSTIS, FT. MONROE AND FT. STORY

WAGE DETERMINATION NO: 94-2543 REV (28) AREA: VA,NORFOLK

WAGE DETERMINATION NO: **94-2543** REV (28) AREA: VA,NORFOLK
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL
 | WASHINGTON D.C. 20210

William W.Gross Division of | Wage Determination No.: 1994-2543
 Director Wage Determinations | Revision No.: 28
 | Date Of Last Revision: 04/09/2002

States: North Carolina, **Virginia**

Area: North Carolina Counties of Camden, Chowan, Currituck, Gates, Pasquotank, Perquimans
Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James City, Mathews,
 Newport News, Norfolk, Poquoson, Portsmouth, Southampton, Suffolk, Surry, **Virginia** Beach,
 Williamsburg, York

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	8.38
Accounting Clerk II	10.58
Accounting Clerk III	13.17
Accounting Clerk IV	14.28
Court Reporter	12.87
Dispatcher, Motor Vehicle	12.63
Document Preparation Clerk	10.68
Duplicating Machine Operator	9.93
Film/Tape Librarian	9.60
General Clerk I	7.91
General Clerk II	9.73
General Clerk III	12.10
General Clerk IV	13.53
Housing Referral Assistant	14.93
Key Entry Operator I	9.13
Key Entry Operator II	11.49
Messenger (Courier)	7.89
Order Clerk I	11.13
Order Clerk II	14.56
Personnel Assistant (Employment) I	11.16
Personnel Assistant (Employment) II	12.90
Personnel Assistant (Employment) III	13.63
Personnel Assistant (Employment) IV	15.61
Production Control Clerk	16.40
Rental Clerk	11.35
Scheduler, Maintenance	12.36
Secretary I	12.36
Secretary II	14.39
Secretary III	16.42
Secretary IV	19.25
Secretary V	20.21
Service Order Dispatcher	12.14
Stenographer I	10.45
Stenographer II	12.90
Supply Technician	17.31
Survey Worker (Interviewer)	12.02
Switchboard Operator-Receptionist	9.20
Test Examiner	13.08
Test Proctor	13.08
Travel Clerk I	9.92
Travel Clerk II	10.59
Travel Clerk III	11.30
Word Processor I	10.70

Word Processor II	12.90
Word Processor III	13.50
Automatic Data Processing Occupations	
Computer Data Librarian	8.55
Computer Operator I	10.48
Computer Operator II	12.11
Computer Operator III	15.00
Computer Operator IV	17.38
Computer Operator V	18.47
Computer Programmer I (1)	19.24
Computer Programmer II (1)	21.77
Computer Programmer III (1)	25.96
Computer Programmer IV (1)	27.62
Computer Systems Analyst I (1)	25.31
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	11.06
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	18.20
Automotive Glass Installer	16.60
Automotive Worker	16.60
Electrician, Automotive	17.38
Mobile Equipment Servicer	15.00
Motor Equipment Metal Mechanic	18.20
Motor Equipment Metal Worker	16.60
Motor Vehicle Mechanic	18.20
Motor Vehicle Mechanic Helper	14.15
Motor Vehicle Upholstery Worker	15.78
Motor Vehicle Wrecker	16.60
Painter, Automotive	17.38
Radiator Repair Specialist	15.78
Tire Repairer	13.37
Transmission Repair Specialist	18.20
Food Preparation and Service Occupations	
Baker	8.98
Cook I	8.39
Cook II	9.28
Dishwasher	7.42
Food Service Worker	7.92
Meat Cutter	11.54
Waiter/Waitress	7.56
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	20.27
Furniture Handler	13.34
Furniture Refinisher	16.03
Furniture Refinisher Helper	13.05
Furniture Repairer, Minor	14.56
Upholsterer	16.03
General Services and Support Occupations	
Cleaner, Vehicles	8.29
Elevator Operator	7.60
Gardener	10.19
House Keeping Aid I	7.14
House Keeping Aid II	9.15
Janitor	8.74
Laborer, Grounds Maintenance	9.52
Maid or Houseman	7.11
Pest Controller	9.61
Refuse Collector	9.11
Tractor Operator	9.71
Window Cleaner	9.50
Health Occupations	
Dental Assistant	11.11
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	12.63
Licensed Practical Nurse I	10.44
Licensed Practical Nurse II	11.71
Licensed Practical Nurse III	13.10
Medical Assistant	9.79
Medical Laboratory Technician	11.39
Medical Record Clerk	10.90

Medical Record Technician	13.15
Nursing Assistant I	7.67
Nursing Assistant II	8.63
Nursing Assistant III	9.42
Nursing Assistant IV	10.56
Pharmacy Technician	11.84
Phlebotomist	11.71
Registered Nurse I	19.72
Registered Nurse II	23.42
Registered Nurse II, Specialist	23.42
Registered Nurse III	28.34
Registered Nurse III, Anesthetist	28.34
Registered Nurse IV	33.96
Information and Arts Occupations	
Audiovisual Librarian	14.23
Exhibits Specialist I	15.55
Exhibits Specialist II	18.89
Exhibits Specialist III	20.98
Illustrator I	17.63
Illustrator II	21.42
Illustrator III	23.78
Librarian	20.32
Library Technician	11.45
Photographer I	11.73
Photographer II	15.55
Photographer III	18.89
Photographer IV	20.98
Photographer V	25.39
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.95
Counter Attendant	6.95
Dry Cleaner	8.18
Finisher, Flatwork, Machine	6.95
Presser, Hand	6.95
Presser, Machine, Drycleaning	6.95
Presser, Machine, Shirts	6.95
Presser, Machine, Wearing Apparel, Laundry	6.95
Sewing Machine Operator	8.77
Tailor	9.68
Washer, Machine	7.49
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	18.33
Tool and Die Maker	20.31
Material Handling and Packing Occupations	
Forklift Operator	12.33
Fuel Distribution System Operator	15.10
Material Coordinator	16.72
Material Expediter	16.72
Material Handling Laborer	8.86
Order Filler	9.15
Production Line Worker (Food Processing)	12.00
Shipping Packer	11.59
Shipping/Receiving Clerk	10.56
Stock Clerk (Shelf Stocker; Store Worker II)	11.85
Store Worker I	9.42
Tools and Parts Attendant	14.93
Warehouse Specialist	14.36
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	20.53
Aircraft Mechanic Helper	15.13
Aircraft Quality Control Inspector	20.32
Aircraft Servicer	16.87
Aircraft Worker	17.74
Appliance Mechanic	16.03
Bicycle Repairer	13.37
Cable Splicer	18.47
Carpenter, Maintenance	16.03
Carpet Layer	17.61
Electrician, Maintenance	17.46
Electronics Technician, Maintenance I	15.47

Electronics Technician, Maintenance II	15.82
Electronics Technician, Maintenance III	16.95
Fabric Worker	14.56
Fire Alarm System Mechanic	16.79
Fire Extinguisher Repairer	13.84
Fuel Distribution System Mechanic	18.32
General Maintenance Worker	15.31
Heating, Refrigeration and Air Conditioning Mechanic	16.79
Heavy Equipment Mechanic	16.79
Heavy Equipment Operator	16.79
Instrument Mechanic	16.79
Laborer	10.02
Locksmith	17.51
Machinery Maintenance Mechanic	16.75
Machinist, Maintenance	16.79
Maintenance Trades Helper	13.05
Millwright	20.58
Office Appliance Repairer	16.03
Painter, Aircraft	18.24
Painter, Maintenance	16.03
Pipefitter, Maintenance	16.79
Plumber, Maintenance	16.03
Pneudraulic Systems Mechanic	16.79
Rigger	16.79
Scale Mechanic	15.31
Sheet-Metal Worker, Maintenance	16.79
Small Engine Mechanic	15.31
Telecommunication Mechanic I	16.79
Telecommunication Mechanic II	20.16
Telephone Lineman	16.79
Welder, Combination, Maintenance	16.79
Well Driller	16.79
Woodcraft Worker	16.79
Woodworker	13.84
Miscellaneous Occupations	
Animal Caretaker	7.35
Carnival Equipment Operator	9.24
Carnival Equipment Repairer	9.69
Carnival Worker	6.58
Cashier	7.09
Desk Clerk	7.98
Embalmer	17.93
Lifeguard	8.07
Mortician	19.39
Park Attendant (Aide)	10.13
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.22
Recreation Specialist	13.50
Recycling Worker	11.15
Sales Clerk	8.07
School Crossing Guard (Crosswalk Attendant)	9.00
Sport Official	7.02
Survey Party Chief (Chief of Party)	12.43
Surveying Aide	7.76
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	11.30
Swimming Pool Operator	10.33
Vending Machine Attendant	10.14
Vending Machine Repairer	11.88
Vending Machine Repairer Helper	10.14
Personal Needs Occupations	
Child Care Attendant	7.15
Child Care Center Clerk	11.06
Chore Aid	6.57
Homemaker	10.63
Plant and System Operation Occupations	
Boiler Tender	16.79
Sewage Plant Operator	17.81
Stationary Engineer	16.79
Ventilation Equipment Tender	13.05
Water Treatment Plant Operator	17.81
Protective Service Occupations	

Alarm Monitor	10.86
Corrections Officer	13.17
Court Security Officer	13.19
Detention Officer	13.19
Firefighter	13.65
Guard I	8.18
Guard II	9.79
Police Officer	16.90
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	14.84
Hatch Tender	14.84
Line Handler	14.84
Stevedore I	14.04
Stevedore II	15.42
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	13.01
Archeological Technician II	14.63
Archeological Technician III	18.07
Cartographic Technician	17.38
Civil Engineering Technician	18.89
Computer Based Training (CBT) Specialist/ Instructor	23.07
Drafter I	11.46
Drafter II	12.90
Drafter III	16.21
Drafter IV	19.70
Engineering Technician I	15.58
Engineering Technician II	16.67
Engineering Technician III	20.54
Engineering Technician IV	24.87
Engineering Technician V	29.05
Engineering Technician VI	35.89
Environmental Technician	16.43
Flight Simulator/Instructor (Pilot)	26.55
Graphic Artist	18.24
Instructor	19.19
Laboratory Technician	13.51
Mathematical Technician	18.07
Paralegal/Legal Assistant I	12.85
Paralegal/Legal Assistant II	15.60
Paralegal/Legal Assistant III	19.09
Paralegal/Legal Assistant IV	23.09
Photooptics Technician	18.89
Technical Writer	18.98
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	15.49
Weather Observer, Senior (3)	16.76
Weather Observer, Upper Air (3)	15.49
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	10.22
Parking and Lot Attendant	7.51
Shuttle Bus Driver	9.80
Taxi Driver	9.68
Truckdriver, Heavy Truck	13.31
Truckdriver, Light Truck	9.80
Truckdriver, Medium Truck	10.73
Truckdriver, Tractor-Trailer	13.31

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.02 an hour or \$80.80 a week or \$350.13 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the

predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
 - 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
 - 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).
- HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance: The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not

listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT 016B
SERVICE CONTRACT ACT WAGE DETERMINATION
CAMP LEJEUNE, NC

WAGE DETERMINATION NO: 94-2393 REV (22) AREA: NC, FAYETTEVILLE

WAGE DETERMINATION NO: **94-2393** REV (22) AREA: NC, FAYETTEVILLE
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL
 | WASHINGTON D.C. 20210
 |
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 |
 | Wage Determination No.: 1994-2393
 William W. Gross Division of | Revision No.: 22
 Director Wage Determinations | Date Of Last Revision: 03/27/2002

States: **North Carolina**, South Carolina
 Area: **North Carolina** Counties of Beaufort, Bladen, Brunswick, Carteret, Columbus, Craven, Cumberland, Dare, Duplin, Greene, Harnett, Hoke, Hyde, Johnston, Jones, Lee, Lenoir, Martin, Moore, New Hanover, Onslow, Pamlico, Pender, Pitt, Richmond, Robeson, Sampson, Scotland, Tyrrell, Washington, Wayne, Wilson
 South Carolina Counties of Dillon, Horry, Marion, Marlboro

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	8.82
Accounting Clerk II	11.01
Accounting Clerk III	14.00
Accounting Clerk IV	15.65
Court Reporter	11.44
Dispatcher, Motor Vehicle	13.16
Document Preparation Clerk	9.11
Duplicating Machine Operator	9.11
Film/Tape Librarian	8.99
General Clerk I	7.36
General Clerk II	8.30
General Clerk III	9.05
General Clerk IV	10.15
Housing Referral Assistant	16.50
Key Entry Operator I	8.88
Key Entry Operator II	9.67
Messenger (Courier)	6.99
Order Clerk I	9.08
Order Clerk II	9.91
Personnel Assistant (Employment) I	8.45
Personnel Assistant (Employment) II	9.49
Personnel Assistant (Employment) III	12.20
Personnel Assistant (Employment) IV	15.79
Production Control Clerk	13.60
Rental Clerk	8.90
Scheduler, Maintenance	10.23
Secretary I	9.91
Secretary II	12.74
Secretary III	16.50
Secretary IV	18.33
Secretary V	20.28
Service Order Dispatcher	9.30
Stenographer I	7.92
Stenographer II	8.90
Supply Technician	18.33
Survey Worker (Interviewer)	11.44
Switchboard Operator-Receptionist	8.77
Test Examiner	12.74
Test Proctor	12.74
Travel Clerk I	9.39
Travel Clerk II	10.03
Travel Clerk III	10.71

Word Processor I	9.11
Word Processor II	10.23
Word Processor III	13.16
Automatic Data Processing Occupations	
Computer Data Librarian	10.81
Computer Operator I	12.11
Computer Operator II	14.55
Computer Operator III	17.66
Computer Operator IV	18.22
Computer Operator V	20.18
Computer Programmer I (1)	13.66
Computer Programmer II (1)	16.83
Computer Programmer III (1)	20.10
Computer Programmer IV (1)	22.90
Computer Systems Analyst I (1)	19.95
Computer Systems Analyst II (1)	23.88
Computer Systems Analyst III (1)	28.44
Peripheral Equipment Operator	11.25
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	17.32
Automotive Glass Installer	13.57
Automotive Worker	13.57
Electrician, Automotive	15.06
Mobile Equipment Servicer	12.09
Motor Equipment Metal Mechanic	15.06
Motor Equipment Metal Worker	13.57
Motor Vehicle Mechanic	15.06
Motor Vehicle Mechanic Helper	11.33
Motor Vehicle Upholstery Worker	13.57
Motor Vehicle Wrecker	13.57
Painter, Automotive	14.52
Radiator Repair Specialist	13.57
Tire Repairer	11.68
Transmission Repair Specialist	15.06
Food Preparation and Service Occupations	
Baker	13.08
Cook I	11.58
Cook II	13.08
Dishwasher	8.48
Food Service Worker	8.48
Meat Cutter	13.08
Waiter/Waitress	9.32
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	16.24
Furniture Handler	10.92
Furniture Refinisher	16.24
Furniture Refinisher Helper	12.70
Furniture Repairer, Minor	14.45
Upholsterer	16.24
General Services and Support Occupations	
Cleaner, Vehicles	8.48
Elevator Operator	8.48
Gardener	11.18
House Keeping Aid I	7.58
House Keeping Aid II	8.48
Janitor	8.48
Laborer, Grounds Maintenance	9.32
Maid or Houseman	7.58
Pest Controller	12.34
Refuse Collector	8.48
Tractor Operator	10.84
Window Cleaner	9.32
Health Occupations	
Dental Assistant	10.99
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.84
Licensed Practical Nurse I	10.24
Licensed Practical Nurse II	11.50
Licensed Practical Nurse III	12.86
Medical Assistant	10.13
Medical Laboratory Technician	11.71

Medical Record Clerk	9.34
Medical Record Technician	12.93
Nursing Assistant I	7.67
Nursing Assistant II	8.62
Nursing Assistant III	9.40
Nursing Assistant IV	10.57
Pharmacy Technician	11.63
Phlebotomist	11.71
Registered Nurse I	15.59
Registered Nurse II	19.06
Registered Nurse II, Specialist	19.06
Registered Nurse III	23.08
Registered Nurse III, Anesthetist	23.08
Registered Nurse IV	27.66
Information and Arts Occupations	
Audiovisual Librarian	16.46
Exhibits Specialist I	15.19
Exhibits Specialist II	18.39
Exhibits Specialist III	21.95
Illustrator I	15.19
Illustrator II	18.39
Illustrator III	21.95
Librarian	18.56
Library Technician	11.63
Photographer I	14.12
Photographer II	14.66
Photographer III	17.75
Photographer IV	21.18
Photographer V	25.64
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.36
Counter Attendant	6.36
Dry Cleaner	7.67
Finisher, Flatwork, Machine	6.36
Presser, Hand	6.36
Presser, Machine, Drycleaning	6.36
Presser, Machine, Shirts	6.36
Presser, Machine, Wearing Apparel, Laundry	6.36
Sewing Machine Operator	8.21
Tailor	8.77
Washer, Machine	6.83
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	17.82
Tool and Die Maker	19.55
Material Handling and Packing Occupations	
Forklift Operator	10.45
Fuel Distribution System Operator	10.39
Material Coordinator	12.28
Material Expediter	12.28
Material Handling Laborer	8.28
Order Filler	9.06
Production Line Worker (Food Processing)	10.46
Shipping Packer	9.56
Shipping/Receiving Clerk	9.60
Stock Clerk (Shelf Stocker; Store Worker II)	13.07
Store Worker I	9.35
Tools and Parts Attendant	10.82
Warehouse Specialist	10.82
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	17.10
Aircraft Mechanic Helper	12.70
Aircraft Quality Control Inspector	18.00
Aircraft Servicer	14.45
Aircraft Worker	15.34
Appliance Mechanic	16.24
Bicycle Repairer	13.11
Cable Splicer	17.10
Carpenter, Maintenance	16.24
Carpet Layer	15.34
Electrician, Maintenance	19.77

Electronics Technician, Maintenance I	17.95
Electronics Technician, Maintenance II	19.95
Electronics Technician, Maintenance III	20.84
Fabric Worker	14.46
Fire Alarm System Mechanic	17.10
Fire Extinguisher Repairer	13.57
Fuel Distribution System Mechanic	17.10
General Maintenance Worker	15.34
Heating, Refrigeration and Air Conditioning Mechanic	17.10
Heavy Equipment Mechanic	17.10
Heavy Equipment Operator	14.33
Instrument Mechanic	17.10
Laborer	9.64
Locksmith	16.24
Machinery Maintenance Mechanic	16.61
Machinist, Maintenance	16.69
Maintenance Trades Helper	12.70
Millwright	17.10
Office Appliance Repairer	16.24
Painter, Aircraft	16.24
Painter, Maintenance	16.24
Pipefitter, Maintenance	17.10
Plumber, Maintenance	16.24
Pneudraulic Systems Mechanic	17.10
Rigger	17.10
Scale Mechanic	15.34
Sheet-Metal Worker, Maintenance	17.10
Small Engine Mechanic	15.34
Telecommunication Mechanic I	17.10
Telecommunication Mechanic II	18.00
Telephone Lineman	17.10
Welder, Combination, Maintenance	17.10
Well Driller	17.10
Woodcraft Worker	17.10
Woodworker	13.57
Miscellaneous Occupations	
Animal Caretaker	10.07
Carnival Equipment Operator	10.84
Carnival Equipment Repairer	11.58
Carnival Worker	8.48
Cashier	7.30
Desk Clerk	8.94
Embalmer	17.39
Lifeguard	9.42
Mortician	16.43
Park Attendant (Aide)	11.84
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.39
Recreation Specialist	12.39
Recycling Worker	10.84
Sales Clerk	9.44
School Crossing Guard (Crosswalk Attendant)	8.48
Sport Official	7.97
Survey Party Chief (Chief of Party)	16.86
Surveying Aide	9.96
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13.64
Swimming Pool Operator	14.23
Vending Machine Attendant	11.80
Vending Machine Repairer	14.23
Vending Machine Repairer Helper	11.80
Personal Needs Occupations	
Child Care Attendant	8.94
Child Care Center Clerk	11.56
Chore Aid	8.55
Homemaker	13.98
Plant and System Operation Occupations	
Boiler Tender	18.06
Sewage Plant Operator	17.86
Stationary Engineer	18.81
Ventilation Equipment Tender	12.70
Water Treatment Plant Operator	16.24

Protective Service Occupations	
Alarm Monitor	10.41
Corrections Officer	13.06
Court Security Officer	13.06
Detention Officer	13.06
Firefighter	12.75
Guard I	7.73
Guard II	13.17
Police Officer	14.75
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	12.85
Hatch Tender	12.85
Line Handler	12.85
Stevedore I	11.05
Stevedore II	12.43
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	13.54
Archeological Technician II	15.22
Archeological Technician III	18.39
Cartographic Technician	19.10
Civil Engineering Technician	16.72
Computer Based Training (CBT) Specialist/ Instructor	20.72
Drafter I	11.96
Drafter II	14.63
Drafter III	15.19
Drafter IV	18.39
Engineering Technician I	12.28
Engineering Technician II	15.03
Engineering Technician III	15.60
Engineering Technician IV	18.89
Engineering Technician V	23.62
Engineering Technician VI	28.57
Environmental Technician	17.75
Flight Simulator/Instructor (Pilot)	23.88
Graphic Artist	18.14
Instructor	18.88
Laboratory Technician	15.37
Mathematical Technician	18.39
Paralegal/Legal Assistant I	12.75
Paralegal/Legal Assistant II	18.34
Paralegal/Legal Assistant III	22.43
Paralegal/Legal Assistant IV	28.38
Photooptics Technician	17.75
Technical Writer	21.74
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	15.59
Weather Observer, Senior (3)	17.37
Weather Observer, Upper Air (3)	15.59
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	9.79
Parking and Lot Attendant	6.72
Shuttle Bus Driver	9.19
Taxi Driver	7.80
Truckdriver, Heavy Truck	12.40
Truckdriver, Light Truck	9.19
Truckdriver, Medium Truck	9.79
Truckdriver, Tractor-Trailer	12.40

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.02 an hour or \$80.80 a week or \$350.13 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the

predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
 - 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
 - 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).
- HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges. A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance: The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer. REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be

performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT 016C
SERVICE CONTRACT ACT WAGE DETERMINATIONS
PARRIS ISLAND, SC

WAGE DETERMINATION NO: 94-2473 REV (25) AREA: SC,CHARLESTON

WAGE DETERMINATION NO: **94-2473** REV (25) AREA: SC,CHARLESTON

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR

FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL

WASHINGTON D.C. 20210

William W.Gross	Division of	Wage Determination No.: 1994-2473
Director	Wage Determinations	Revision No.: 25
		Date Of Last Revision: 04/04/2002

State: **South Carolina**

Area: **South Carolina** Counties of Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Williamsburg

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	9.22
Accounting Clerk II	10.47
Accounting Clerk III	12.46
Accounting Clerk IV	13.97
Court Reporter	12.93
Dispatcher, Motor Vehicle	14.17
Document Preparation Clerk	9.69
Duplicating Machine Operator	9.81
Film/Tape Librarian	11.01
General Clerk I	8.20
General Clerk II	9.21
General Clerk III	10.04
General Clerk IV	11.30
Housing Referral Assistant	17.42
Key Entry Operator I	9.30
Key Entry Operator II	10.57
Messenger (Courier)	7.76
Order Clerk I	8.89
Order Clerk II	11.12
Personnel Assistant (Employment) I	8.83
Personnel Assistant (Employment) II	9.93
Personnel Assistant (Employment) III	12.46
Personnel Assistant (Employment) IV	14.01
Production Control Clerk	13.97
Rental Clerk	10.02
Scheduler, Maintenance	12.18
Secretary I	12.18
Secretary II	13.68
Secretary III	17.42
Secretary IV	17.78
Secretary V	19.54
Service Order Dispatcher	12.59
Stenographer I	11.98
Stenographer II	12.38
Supply Technician	13.76
Survey Worker (Interviewer)	12.39
Switchboard Operator-Receptionist	8.81
Test Examiner	13.68
Test Proctor	13.68
Travel Clerk I	9.15
Travel Clerk II	9.75
Travel Clerk III	10.43
Word Processor I	8.43

Word Processor II	10.52
Word Processor III	11.76
Automatic Data Processing Occupations	
Computer Data Librarian	8.77
Computer Operator I	8.80
Computer Operator II	11.17
Computer Operator III	14.49
Computer Operator IV	16.11
Computer Operator V	17.83
Computer Programmer I (1)	14.88
Computer Programmer II (1)	18.41
Computer Programmer III (1)	23.48
Computer Programmer IV (1)	25.66
Computer Systems Analyst I (1)	23.30
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	10.65
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	16.13
Automotive Glass Installer	14.51
Automotive Worker	15.71
Electrician, Automotive	15.24
Mobile Equipment Servicer	13.07
Motor Equipment Metal Mechanic	17.27
Motor Equipment Metal Worker	15.71
Motor Vehicle Mechanic	17.27
Motor Vehicle Mechanic Helper	12.37
Motor Vehicle Upholstery Worker	14.94
Motor Vehicle Wrecker	15.71
Painter, Automotive	15.24
Radiator Repair Specialist	15.71
Tire Repairer	11.58
Transmission Repair Specialist	17.27
Food Preparation and Service Occupations	
Baker	8.69
Cook I	7.91
Cook II	9.12
Dishwasher	6.66
Food Service Worker	7.61
Meat Cutter	10.14
Waiter/Waitress	6.33
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	13.96
Furniture Handler	10.72
Furniture Refinisher	13.97
Furniture Refinisher Helper	11.34
Furniture Repairer, Minor	12.66
Upholsterer	13.97
General Services and Support Occupations	
Cleaner, Vehicles	7.31
Elevator Operator	6.67
Gardener	9.85
House Keeping Aid I	6.61
House Keeping Aid II	7.96
Janitor	7.55
Laborer, Grounds Maintenance	8.22
Maid or Houseman	6.61
Pest Controller	10.38
Refuse Collector	8.02
Tractor Operator	9.28
Window Cleaner	8.22
Health Occupations	
Dental Assistant	12.29
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.36
Licensed Practical Nurse I	11.58
Licensed Practical Nurse II	12.99
Licensed Practical Nurse III	14.53
Medical Assistant	9.72
Medical Laboratory Technician	14.15
Medical Record Clerk	11.32

Medical Record Technician	13.47
Nursing Assistant I	7.05
Nursing Assistant II	7.24
Nursing Assistant III	7.91
Nursing Assistant IV	8.86
Pharmacy Technician	12.11
Phlebotomist	11.62
Registered Nurse I	16.25
Registered Nurse II	19.88
Registered Nurse II, Specialist	19.88
Registered Nurse III	24.04
Registered Nurse III, Anesthetist	24.04
Registered Nurse IV	28.83
Information and Arts Occupations	
Audiovisual Librarian	14.52
Exhibits Specialist I	14.17
Exhibits Specialist II	18.00
Exhibits Specialist III	21.45
Illustrator I	14.17
Illustrator II	18.00
Illustrator III	21.45
Librarian	18.16
Library Technician	12.39
Photographer I	11.52
Photographer II	12.88
Photographer III	16.36
Photographer IV	19.50
Photographer V	23.60
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	7.16
Counter Attendant	7.16
Dry Cleaner	7.46
Finisher, Flatwork, Machine	7.16
Presser, Hand	7.16
Presser, Machine, Drycleaning	7.16
Presser, Machine, Shirts	7.16
Presser, Machine, Wearing Apparel, Laundry	7.16
Sewing Machine Operator	8.66
Tailor	9.50
Washer, Machine	7.44
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	16.05
Tool and Die Maker	19.17
Material Handling and Packing Occupations	
Forklift Operator	11.32
Fuel Distribution System Operator	12.70
Material Coordinator	12.73
Material Expediter	12.73
Material Handling Laborer	9.53
Order Filler	10.97
Production Line Worker (Food Processing)	10.82
Shipping Packer	10.78
Shipping/Receiving Clerk	11.78
Stock Clerk (Shelf Stocker; Store Worker II)	11.98
Store Worker I	9.54
Tools and Parts Attendant	10.76
Warehouse Specialist	11.88
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	15.06
Aircraft Mechanic Helper	11.33
Aircraft Quality Control Inspector	15.28
Aircraft Servicer	12.65
Aircraft Worker	13.30
Appliance Mechanic	15.08
Bicycle Repairer	11.58
Cable Splicer	17.44
Carpenter, Maintenance	13.96
Carpet Layer	13.30
Electrician, Maintenance	16.81
Electronics Technician, Maintenance I	15.52

Electronics Technician, Maintenance II	17.67
Electronics Technician, Maintenance III	20.58
Fabric Worker	12.65
Fire Alarm System Mechanic	14.69
Fire Extinguisher Repairer	12.00
Fuel Distribution System Mechanic	14.69
General Maintenance Worker	12.58
Heating, Refrigeration and Air Conditioning Mechanic	14.90
Heavy Equipment Mechanic	16.81
Heavy Equipment Operator	16.81
Instrument Mechanic	19.34
Laborer	8.17
Locksmith	13.97
Machinery Maintenance Mechanic	18.72
Machinist, Maintenance	14.62
Maintenance Trades Helper	11.33
Millwright	16.84
Office Appliance Repairer	14.58
Painter, Aircraft	15.24
Painter, Maintenance	13.96
Pipefitter, Maintenance	14.62
Plumber, Maintenance	13.97
Pneudraulic Systems Mechanic	14.69
Rigger	14.62
Scale Mechanic	13.30
Sheet-Metal Worker, Maintenance	14.62
Small Engine Mechanic	13.30
Telecommunication Mechanic I	14.62
Telecommunication Mechanic II	15.28
Telephone Lineman	14.69
Welder, Combination, Maintenance	14.62
Well Driller	14.69
Woodcraft Worker	14.62
Woodworker	12.64
Miscellaneous Occupations	
Animal Caretaker	6.90
Carnival Equipment Operator	8.96
Carnival Equipment Repairer	9.51
Carnival Worker	7.29
Cashier	6.29
Desk Clerk	7.83
Embalmer	18.84
Lifeguard	8.23
Mortician	18.84
Park Attendant (Aide)	9.81
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	7.15
Recreation Specialist	13.40
Recycling Worker	9.70
Sales Clerk	8.23
School Crossing Guard (Crosswalk Attendant)	6.07
Sport Official	7.15
Survey Party Chief (Chief of Party)	9.31
Surveying Aide	7.76
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	8.46
Swimming Pool Operator	9.26
Vending Machine Attendant	6.48
Vending Machine Repairer	8.51
Vending Machine Repairer Helper	7.00
Personal Needs Occupations	
Child Care Attendant	6.63
Child Care Center Clerk	8.27
Chore Aid	6.86
Homemaker	9.36
Plant and System Operation Occupations	
Boiler Tender	14.69
Sewage Plant Operator	14.89
Stationary Engineer	14.69
Ventilation Equipment Tender	11.48
Water Treatment Plant Operator	14.82
Protective Service Occupations	

Alarm Monitor	10.51
Corrections Officer	12.45
Court Security Officer	12.45
Detention Officer	12.45
Firefighter	11.87
Guard I	7.53
Guard II	11.23
Police Officer	14.94
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	12.73
Hatch Tender	13.31
Line Handler	13.31
Stevedore I	10.99
Stevedore II	13.34
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	16.19
Archeological Technician II	18.14
Archeological Technician III	22.45
Cartographic Technician	23.76
Civil Engineering Technician	18.50
Computer Based Training (CBT) Specialist/ Instructor	21.45
Drafter I	14.38
Drafter II	17.33
Drafter III	18.04
Drafter IV	22.94
Engineering Technician I	12.40
Engineering Technician II	13.92
Engineering Technician III	17.35
Engineering Technician IV	21.65
Engineering Technician V	23.57
Engineering Technician VI	28.50
Environmental Technician	21.27
Flight Simulator/Instructor (Pilot)	27.62
Graphic Artist	19.13
Instructor	16.89
Laboratory Technician	18.16
Mathematical Technician	20.35
Paralegal/Legal Assistant I	14.65
Paralegal/Legal Assistant II	15.45
Paralegal/Legal Assistant III	18.88
Paralegal/Legal Assistant IV	22.86
Photooptics Technician	18.75
Technical Writer	21.30
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01
Weather Observer, Combined Upper Air and Surface Programs (3)	15.69
Weather Observer, Senior (3)	17.44
Weather Observer, Upper Air (3)	15.69
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	11.80
Parking and Lot Attendant	7.98
Shuttle Bus Driver	11.11
Taxi Driver	10.49
Truckdriver, Heavy Truck	15.71
Truckdriver, Light Truck	12.30
Truckdriver, Medium Truck	12.98
Truckdriver, Tractor-Trailer	15.71

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Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be

performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

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**ATTACHMENT 017
POSITION SPECIFIC STATEMENT OF WORK
NOTIONAL TASK ORDER NTO0001
CENTRAL STERILE SUPPLY TECHNICIAN
NAVAL DENTAL CENTER CAMP LEJEUNE NC**

1. LABOR CATEGORY.

1.1. The Contractor shall provide **CENTRAL STERILE SUPPLY TECHNICIAN** services.

2. PLACE OF PERFORMANCE. The HCW shall provide services at the **NAVAL DENTAL CENTER CAMP LEJEUNE NC**.

3. DUTY HOURS. The HCW shall provide services Monday through Friday, excluding Federal holidays, as stated in the basic contract, for 9.0 hours between the hours of 0600 and 1800 to include an uncompensated 1.0-hour for lunch.

4. ABSENCES AND LEAVE. The HCWs shall accrue leave as stated in the basic contract.

5. ADMINISTRATIVE AND TRAINING REQUIREMENTS. The HCW shall:

5.1. Perform a full range of sterile supply technician services, within the scope of this statement of work, on site using government furnished supplies, facilities and equipment within the assigned unit of the facility. Workload occurs as a result of scheduled and unscheduled requirements for services. Routine workload is scheduled by the Government. Primary workload is related to the provision of sterilization procedures provided for the facility through written or verbal orders. The HCW has the full responsibility for development and delivery of sterile processing services within the personnel and equipment capabilities of the facility. The HCW shall also participate in sterilization education programs, prepare documentation according to workload reporting procedures, oversee ordering of supplies, ensure efficient inventory control, and participate in clinical staff quality assurance functions as prescribed by the supervisor.

5.2. Take initiative to make observations known to their supervisor if a problem or deficiency is recognized in the production, quality assurance, or operation of the organization.

6. SPECIFIC DUTIES/RESPONSIBILITIES OF CENTRAL SURGICAL SUPPLY TECHNICIANS ARE AS FOLLOWS:

6.1. Receive, disassemble and inspect reusable medical devices and surgical instrumentation for damage.

6.2. Receive and dispose of regulated dental/medical waste, general waste and soiled linen.

6.3. Comply with OSHA regulations governing the wearing of personal protective equipment at all times when working in the decontamination area.

6.4. Determine the correct method of decontamination to include the removal of blood, tissue fragments, body fluids and other gross contaminants. Decontamination methods shall include wiping, soaking, rinsing, scrubbing and using ultrasonic and washer decontamination/sterilizer equipment.

6.5. Examine all items after decontamination/pre-sterilization procedures to ensure that gross contaminants have been removed and that instruments function properly.

6.6 Ensure that all dental devices and surgical instrumentation within their purview are properly labeled and identified.

- 6.7. Assemble and prepare a full range of specialty trays and instrument sets for proper sterilization.
- 6.8. Select correct wrapping or packaging material for dental devices and surgical instrument sets.
- 6.9. Select a sterilization process in accordance with facility's standard procedures. Sterilization processes include Ethylene Oxide (ETO) or Steam Sterilization.
- 6.10. Correctly label, seal, or wrap items with the appropriate chemical indicator tape in accordance with facility's standard procedures.
- 6.11. Aerate gas-sterilized items in accordance with facility's standard procedures.
- 6.12. Periodically monitor the operation of the Steam and ETO sterilizers using graphs, computer display panels, Bowie Dick, and Spore Challenge tests.
- 6.13. Receive sterilized trays, sets and equipment from the sterilizer; check for integrity of sterilization and properly store sterile items in sterile storage rooms in accordance with standard facility instructions and procedures.
- 6.14. Perform physical duties to include heavy lifting (up to 40 lbs.) and pushing/pulling wheeled carts weighing an average of 560 lbs. These requirements are consistent with the typical duties expected of a technician in any similar clinical environment.
- 6.15. As a result of the HCW's work with ethylene oxide, take an annual respiratory fit test OSHA mandated physical examination. These tests shall be provided by the Government.
- 6.16. Meet OSHA testing standards and work with disposal of Regulated Medical Waste to include packaging, handling, labeling and transporting to appropriate storage and disposal facilities. Any OSHA testing requirements relative to this task will be provided by the government.

7. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR CENTRAL SURGICAL SUPPLY TECHNICIANS REQUIRED PRIOR TO WORK ASSIGNMENT:

- 7.1. Possess either (a), certification by the by the International Association of Healthcare Central Services Materials Management, or current certification by the National Institute of Health Care Sterile Processing and Distribution Personnel.
- 7.2. At least one year experience within the preceding 3 years performing as a Central Sterile Supply Technician is a clinical setting of similar size and complexity.

**ATTACHMENT 018
POSITION SPECIFIC STATEMENT OF WORK
NOTIONAL TASK ORDER NTO0002
ENDODONTIST
LANGLEY AIR FORCE BASE HAMPTON, VIRGINIA**

1. LABOR CATEGORY.

1.1. The Contractor shall provide **ENDODONTIST** services.

2. PLACE OF PERFORMANCE. The HCW shall provide services at the location **LANGLEY AIR FORCE BASE HAMPTON, VIRGINIA**.

3. DUTY HOURS. The HCW shall provide to 20 hours services Monday through Friday, excluding Federal holidays between the hours of 0600 and 1800. Not more than 3 individuals will maintain active delineated clinical privileges at any one time.

4. ABSENCES AND LEAVE. The HCWs shall not accrue leave.

5. CREDENTIALING REQUIREMENTS. The Contractor shall submit credentialing information to the designated Credentialing Coordinator, Langley AFB, VA 30 days prior to performing services under this contract. For the purpose of this Notional Task Order, it is the Government's intent that this submission shall monitor the requirements for Individual Credentials File (ICF) as stated in the Section C of the basic contract.

6. GENERAL DUTIES AND RESPONSIBILITIES. The HCW shall:

6.1. Direct supporting Government employees assigned to them during the performance of clinical procedures. Such direction and interaction will comply with Government and professional clinical standards and accepted protocols. The HCW will be subject to guidelines set forth in the Command's quality assurance and risk management instructions. The HCW performs limited administrative duties, which include maintaining statistical records of workload and participating in clinical staff quality assurance functions and in-service training functions at the prerogative of the Commanding Officer.

6.2. Become familiar with and follow Navy standardized concepts of Phased Dentistry and Managed Dental Care.

6.3. Develop treatment plans and treat diseases of the dental pulp and supporting structures.

6.4. Provide advanced surgical and non-surgical skills consistent with their experience and specialized training.

6.5. Treat routine as well as complex cases, such as extreme pain, the medically compromised patient, oral trauma, and the perplexing anatomic problems of tooth curvature and calcification.

6.6. Diagnose and treat facial pain and problems related to that pain.

6.7. Perform other duties consistent with the normal practice of a trained, experience and skilled Endodontist as directed by the Commanding Officer.

7. SPECIFIC DUTIES/RESPONSIBILITIES OF ENDODONTISTS ARE AS FOLLOWS:

7.1. The HCW shall perform a full range of clinical dentistry procedures, within the scope of clinical privileges granted by the Commanding Officer, on-site using Government furnished facilities, supplies, and equipment. Caseload occurs as a result of either scheduled or unscheduled requirements for care. HCW productivity is expected to be comparable with that of other Endodontists assigned to the same facility and scope of practice.

7.2. Routine workload is scheduled by the treatment facility. Primary workload is a result of referrals generated by other staff providers. Workload also occurs as a result of unscheduled (emergent or patient walk-in) requirements for care. The HCW has sole clinical responsibility for diagnostic examinations and the development of comprehensive treatment plans. The HCW shall provide comprehensive dental care within the personnel, equipment, and supply capabilities of the DTF. The HCW has sole responsibility for the quality and timeliness of preparation of dental records and reports for procedures performed and care provided. Because patients frequently have overlapping, multiple problems and often require multidisciplinary, long-term treatment, the HCW shall refer patients to other staff specialists for consultative opinions and continuation of care.

7.3. Appointments are scheduled 4 weeks in advance and represent approximately 75% of the total requirement for care. The HCW shall provide a schedule of their availability 6 weeks in advance, allowing the Government to appoint patients for new or continuing care. The remaining 25% occur as a result of unscheduled (emergent or patient walk-in) requirements for care. These unscheduled patients will be appointed into open appointments and initially treated by staff providers if the HCW is not present. However, in extreme emergencies (pain, etc.), the HCW will be called in to provide both palliative care and/or surgical and/or non-surgical endodontic intervention as required. Response to call-in shall be within 3 hours of notification.

8. SPECIFIC MINIMUM PERSONNEL QUALIFICATIONS FOR ENDODONTISTS REQUIRED PRIOR TO WORK ASSIGNMENT:

8.1. A doctorate in dentistry from an accredited dental school approved by the Council on Dental Education of the American Dental Association (ADA).

8.2. A current, unrestricted license to practice dentistry in any one of the fifty States, the District of Columbia, the Commonwealth of Puerto Rico, Guam or the U.S. Virgin Islands and maintenance of same.

8.3. Completion of a post-doctoral program in endodontics approved by the American Board of Endodontics (ABE).

8.4. Experience as an Endodontist of at least 12 months within the preceding 36 months, having devoted at least 75% of their professional practice to the specialty of endodontics.

8.5. Diplomate of the ABE.

ATTACHMENT 019
PROOF OF U.S. EMPLOYMENT ELIGIBILITY

LISTS OF ACCEPTABLE DOCUMENTS
EITHER SUBMIT ONE DOCUMENT FROM LIST A
OR SUBMIT ONE FROM LIST B AND ONE FROM LIST C
LIST A

(Documents that Establish Both Identity and Employment Eligibility)

1. U. S. Passport (unexpired or expired)
2. Certificate of U. S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-698B)

LIST B
Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. ID card issued by federal, state or local government agencies of entitles provided it contains a photograph or information such as name, date of birth, sex height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card

LIST C
Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing

5. U.S. Military card or draft record
 6. Military dependant's ID Card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
For persons under age 18 who are unable to present a document listed above;
 10. School record or report card
 11. Clinic, doctor, or hospital record
 12. Day-care or nursery school record
- an official seal
4. Native American Tribal document
 5. U.S. Citizen ID Card (INS Form I-197)
 6. ID Card for use of Resident Citizen in the United States (INS Form I-179)
 7. Unexpired employment authorization document issued by the INS (other than those listed under List a).

ATTACHMENT 020
COMPUTER SKILLS COMPETENCY FORM

HCW's name: _____

Position: _____

Company: _____

	Date	Initial
Basic Knowledge		
Use of Mouse		
Ability to move about in a windows based program		
Ability to navigate on the desktop		
Ability to draft and print a short memo		
Locate files		
Open and Close files		
Ability to open and reply to email		
Ability to Name and retrieve files		
Ability to Save & Print Files		
Specific Knowledge		
Ability to bring system up & shut down		
Enter /change password		

COMPANY REPRESENTATIVE:

The above named health care worker has been personally tested by me and I certify that he/she is competent in all the areas listed above.

 Printed Name

 Signature

 Date

ATTACHMENT 021
ELECTRONIC FILE FORMAT: OFFEROR'S PAST PERFORMANCE INFORMATION

Ref	Number of HCWs (by FTE)	Types of HCWs	Location of Services	Start Date	End Date	Name. Telephone number, email address of <u>verified</u> point of contact
1						
2						
3						
4						
5						

ATTACHMENT 021
ELECTRONIC FILE FORMAT; OFFEROR'S PAST PERFORMANCE INFORMATION
(Continued)

[illegible]

ATTACHMENT 022
ELECTRONIC FILE FORMAT; SUPPLEMENTAL PRICING WORKSHEET
(EXAMPLE OF TABS CONTAINED WITHIN GOVERNMENT PROVIDED FILE BUSINESS
PROPOSALS.XLS FOR EACH SEPARATELY PRICED POSITION FOR CLINs 0002 through 0010 AND
EACH SEPARATELY PRICED POSITION FOR NTOs 0001 AND 0002)

	CLIN XXXX		CLIN XXXX		CLIN XXXX		CLIN XXXX	
	Minimum compensation for HCWs in this labor category.	Average compensation for HCWs in this labor category	Minimum compensation for HCWs in this labor category.	Average compensation for HCWs in this labor category	Minimum compensation for HCWs in this labor category.	Average compensation for HCWs in this labor category	Minimum compensation for HCWs in this labor category.	Average compensation for HCWs in this labor category
i. Hourly Rate (direct compensation to the HCW)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ii. *Fringe Benefits (expressed in dollars and cents)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total HCW Compensation per Hour	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives, and Uniform Allowances.

Other fringe benefits offered but not included in the fringe benefit rate above. Specify and describe the value of these benefit(s):

Notes regarding source information:

**ATTACHMENT 023
CURRENT CONTRACT PRICES**

MedTemps, Inc. - Contract # N62645-00-D-0078

Task Order 00 13	33 Dental Hygienists, NDC Norfolk, VA	\$28.08/hr
Task Order 00 16	24 Dental Assistants, NDC Norfolk, VA	\$15.52/hr
Task Order 00 17	1 P/T Dental Hygienist, Ft. Monroe, VA	\$28.41/hr
	1 P/T Dental Hygienist, Ft. Story, VA	\$28.41/hr
Task Order 00 18	14 Dental Assistants, NDC Camp Lejeune, NC	\$15.35/hr
	4 Dental Hygienists, NDC Camp Lejeune, NC	\$27.01/hr
Task Order 00 19	1 Dental Hygienists, NDC Parris Island, SC	\$27.01/hr
Task Order 0020	1 Dental Assistant, NDC Camp Lejeune, NC	\$15.65/hr
Task Order 0021	22 P/T Dental Assistants, NDC Norfolk, VA	\$16.19/hr
Task Order 0022	1 Temporary, Full-Time Dental Assistant, NDC Norfolk, VA	\$16.53/hr

Inc. - Contract # N62645-00-D-0079

Task Order 0014	2 Dentists, NDC Parris Island, SC	\$42.59/hr
Task Order 00 15	5 Dental Hygienists, NDC Camp Lejeune, NC	\$28.70/hr
Task Order 00 16	1 Dental Hygienist, Ft Eustis, VA	\$28.56/hr
Task Order 00 17	2 Dentists, NDC Norfolk, VA	\$42.76/hr
Task Order 00 18	17 Dentists, NDC Norfolk, VA	\$42.391hr

Saratoga Medical Center, Inc - Contract - #N62645-00-D-0080

Task Order 0014	8 Dental Assistants, NDC Camp Lejeune, NC	\$15.65/hr
Task Order 0015	2 Dental Assistants, NDC Parris Island, SC	\$16.60/hr
Task Order 00 16	1 Dental Assistant, NDC Norfolk, VA	\$16.10/hr
Task Order 0017	5 Dental Assistants, NDC Parris Island, SC	\$16.19/hr

DPS, Inc - Contract # N62645-02-C-4005, 17 Dental Laboratory Technicians, NDC Norfolk, VA	\$23.39/hr
DPS, Inc - Contract # N62645-98-C-0049, 6 Dental Hygienists, NDC Parris Island, SC	\$34.38/hr
DPS Inc - Contract # N62645-98-C-0078, 7 Dental Assistants, NDC Parris Island, SC	\$17.45/hr

ATTACHMENT 024
ELECTRONIC FILE FORMAT: OFFEROR'S MANAGEMENT PLAN

A. Recruitment

1. Describe any unusual or extraordinary recruitment methods that may be required to fill scarce marketplace commodities for **CLINs 0002 through 0010**, and Notional Task Orders **NT0001 and NT0002**. If none exist, so state.
2. Describe any innovations or ideas to mitigate any risks identified to successful recruitment.

B. Retention

1. Provide the typical fringe and other benefit packages paid to HCWs. If the offeror intends to hire sub-contractors also, so state.

- a. Indicate the benefit provided to HCWs including:

401K. If "Yes", what amount or percentage or dollar amount do you contribute?

- b. Health Insurance. If "Yes", what amount or percentage or dollar amount do you contribute?

- c. Dental Insurance. If "Yes", what amount or percentage or dollar amount do you contribute?

- d. Is a 125 Pre-tax medical spending account available?

- e. Uniform Allowance. If "Yes", what amount or percentage do you contribute?

- f. Continuing Education. If "Yes", (a) what amount or percentage do you contribute, and (b) describe your continuing education benefit in terms of types of courses and number of days/hours?

- g. Do you allow personnel to decline all or some benefits in exchange for an increase in direct compensation?

- h. Other Benefits: Identify any other benefits provided and the amount you contribute.

- i. Do benefits for part time employees differ from those offered to full time employees? If "yes", please explain how those benefits differ.

2. On-site assistance to employees.

- a. How often will regular/scheduled contact be made with each employee?

- b. How will contact be made (site visit, telephone, email, etc?)

- c. Will there be an on-site or local (within 100 miles) representative? If "yes", what will this individual's responsibilities be for issues specifically including planned leave use, unplanned leave notification, payroll issues?

- d. Are these services available to each health care worker which facilitate contact (i.e., "1-800" number, 24 hour POC via answering machine, etc?)

3. Describe any innovations or ideas to mitigate any risks identified to successful retention.

ATTACHMENT 024
ELECTRONIC FILE FORMAT; OFFEROR'S MANAGEMENT PLAN
(Continued)

C. Pre-Credentialing

1. Describe how expiring licenses and certifications will be tracked to ensure that they are kept current and that the Government has the latest versions.
2. Describe the offeror's credentials compilation and verification process.
3. Describe any plan to pre-credential candidates before a need is identified.
4. Describe any plan that will keep candidates up to date on the status of the contract prior to contract award thus ensuring a smooth transition to contract start.

D. Sub-Contracting and Teaming. If a sub-contracting and/or teaming approach will be used, provide the following information. If no sub-contracting and/or teaming approach will be used, so state.

1. Describe the experience of the offeror's sub-Contractor(s)/teaming partner(s) with multiple dental labor categories across wide geographic areas that are relevant to the requirements of **CLINs 0002 through 0010, CLINs 0013 through 0022, and NTO001 and NTO002**. Medical experience, although relevant, is less relevant than comparable dental experience. This narrative discussion shall contain sufficient specificity and detail to assess its relevance.
2. Provide letters from the sub-Contractor(s) and/or teaming partner(s) that acknowledge the teaming arrangement and their participation if a contract is awarded. This acknowledgement may be a simple statement on letterhead paper, signed by an authorized representative who can be contacted and telephonically interviewed by the Government. Therefore, telephone numbers shall be provided which shall be accurate and legible.
3. Provide (at the offeror's choice, within the same letter) information from the sub-Contractor(s) and/or teaming partner(s) indicating the duties or performance responsibilities of each organization in the specific areas of recruitment, initial and ongoing credentialing, and overall project management.
4. Explain how these teaming arrangements will be used in the decision-making process within the contract. Which specific areas are delegated to the teaming partner and which are retained? How will the offeror hold the teaming partner accountable for non-performance or unacceptable performance?

E. Leave Management. The Contractor will establish and manage a leave program for NDC Mid-Atlantic, Norfolk, VA as required within Sections C and H of the solicitation. The offeror shall:

1. Explain their leave benefit fully:
2. Explain the process(es) by which leave is managed within the offeror's organization:
3. Explain how the benefit granted to employees under existing contracts will be transitioned to the offeror's leave benefit plan:

ATTACHMENT 025
SUCCESSFUL OFFEROR'S MANAGEMENT PLANS

ATTACHMENT 026
CONTRACT ADMINISTRATION PLAN FOR
MULTIDISCIPLINARY HEALTH CARE WORKER SERVICES
AT NAVAL DENTAL FACILITIES NDC MID-ATLANTIC NORFOLK VA, NDC CAMP LEJEUNE NC,
BDC CHERRY POINT NC, NDC PARRIS ISLAND SC, AND ARMY DENTAL ACTIVITY FORT EUSTIS
VA AND ALL THEIR ASSOCIATED BRANCH CLINICS

I. Definitions.

- A. Administrative Contracting Officer (ACO). The Government official responsible for administering the contract to the extent that the Procuring Contracting Officer (PCO) has delegated contract administration. For the purposes of this contract, the PCO has retained contract administration responsibilities. Therefore, the terms PCO and ACO refer to different functions performed by the same individual.
- B. Alternate Contracting Officer's Representative (ACOR). A Government official appointed in writing by the Procuring Contracting Officer who functions as the technical representative of the Procuring Contracting Officer in the absence of the Contracting Officer's Representative for a specific contract, for a specified period of time.
- C. Contracting Officer's Representative (COR). The Government official appointed in writing by the Procuring Contracting Officer who functions as the technical representative of the Procuring Contracting Officer.
- D. Bureau of Medicine and Surgery (BUMED). The Department of the Navy command responsible for all navy healthcare contracting initiatives.
- E. Naval Medical Logistics Command (NAVMEDLOGCOM). The Department of the Navy command responsible for implementation of the Bureau of Medicine and Surgery's healthcare contracting initiatives.
- F. Procuring Contracting Officer (PCO). The Government official within NAVMEDLOGCOM authorized by warrant to enter into the contract for the Government.
- G. Requiring Activity. The Navy Dental Treatment Facility (DTF) under the cognizance of the Bureau of Medicine and Surgery.
- H. Technical Assistant (TA). The requiring activity representative who may be assigned to provide technical or administrative assistance to the COR. TAs may be assigned to assist and support the COR but shall not be given the authority to provide any technical direction or clarification directly to the contractor.**

II. Responsibilities.

- A. The Navy's Bureau of Medicine and Surgery (BUMED) as Program Manager shall:
1. Establish dental contract policy guidance.
 2. Provide overall direction for the planning, development, and operation of all Navy DTFs.
 3. Monitor the progress and achievement of dental contracts within the overall health care delivery system.
 4. Serve as subject matter expert for all technical aspects of dental contracting efforts.
- B. The Procuring Contracting Officer (PCO), Acquisition Management Directorate (Code 02), Naval Medical Logistics Command shall:
1. Perform all required pre-award actions including providing information or answering questions that arise during the solicitation period and as a result of Freedom of Information Act (FOIA) inquiries.

2. Review the CAP Documentation Form and complete Part II. The PCO shall furnish sample COR and TA nomination letters to the Requiring Activity in accordance with NAVSUPINST 4205.3D.

3. Verify that the individual(s) nominated to act as COR have had the required training and has the experience necessary. If the PCO determines that a nominee does not meet the requisite experience and training requirements, the PCO shall request that the activity nominate another individual.

4. Review the CAP prior to incorporation into the solicitation. This review shall ensure that all contract administration functions are assigned, suit the specific circumstances of the contract and give due consideration to the type of contract, the place of performance, period of performance, and inspection and acceptance criteria stated in the solicitation/contract.

5. Include the COR duties contained in this master CAP in the resultant solicitation/contract. Additional duties shall be separately delineated within the contract document, as appropriate.

6. Designate the paying office in the contract document.

7. Appoint the COR and ACOR.

8. Perform all contracting officer contract administration. Regular meetings between the PCO, the COR and/or the requiring activity's Commanding Officer or representative will be held to discuss the status of and the performance under individual contracts. The frequency of meetings will depend upon the size and complexity of the contract.

NOTE: It is emphasized that only the Contracting Officer has the authority to modify the terms of the contract. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. When/if, in the opinion of the contractor, such direction affecting the terms of the basic contract is being given by the COR, the contractor shall promptly notify the PCO.

9. Evaluate reports of contractor non-compliance and take appropriate action within 30 days of receipt. Copies of any correspondence regarding the results of such analyses shall be provided to the requiring activity and the COR simultaneously with the action taken.

10. Arrange post-award conference, if required. Invite necessary attendees. Ensure that the COR duties are thoroughly discussed and understood. Direct the attention of all personnel involved in the DoD Standards of Conduct policy.

11. Maintain cognizance of the performance of CORs under the contract. Prompt action shall be taken when COR (or alternate) is not performing properly.

12. Maintain official contract file including modifications (and all back-up documentation).

13. Maintain the accuracy of this master CAP throughout the life of these contracts.

14. Maintain a list of all CORs under their cognizance and periodically review the files and performance of these CORs in accordance with NAVSUPINST 4205.3D.

15. Review the existing semi-annual contractor performance reports prior to exercising any option under the contract and enter data into the Contractor Performance Assessment Reporting System (CPARS).

16. Maintain a log of total hours ordered under the contracts per CLIN/SLIN as to guarantee the maximum order quantities will not be exceeded. Notify NAVMEDLOGCOM Code 07 and Requiring Activity when 75% of the maximum order quantity of any CLIN/SLIN has been reached.

C. The Healthcare Program Analyst, Healthcare Services Support Directorate (Code 07), Naval Medical Logistics Command shall:

1. Submit a completed and signed CAP Documentation Form with answers to questions that pertain to this acquisition.
2. As appropriate, submit the Contract Data Requirements List (DD Form 1423 or CDRL) which provides a description of reports to be required of the contractor.
3. Act as dental contracts technical manager. Ensure consistency among dental contracts by providing coordination and technical liaison between requiring activities, BUMED, CORs, and the PCO.
4. Coordinate development of dental procurement technical requirements including a performance oriented statement of work (Section C), draft input to Sections L and M, a draft Source Selection Plan, potential sources for the procurement, quality assurance plan, surveillance plan and other related documents for contracting.

5. Monitor and manage reports of contractor non-compliance, evaluate reports submitted by the COR and, recommend PCO disposition on all noted discrepancies.

6. Perform trend analysis on reports and provide written feedback to the PCO and CORs.
7. Provide technical assistance to the COR and customers.
8. Conduct periodic COR meetings and inspections to discuss status and performance under the contract emphasizing problem identification, problem solving and contract familiarity. These items will be coordinated with the PCO.
9. Ensure COR, DTFs, and BUMED are appropriately informed of dental issues.
10. Provide periodic statistical financial reports concerning program operations to BUMED.
11. Periodically appraise customers of hours remaining within Schedule B and any anticipated impact that new task orders will have on expansion.

D. The Commanding Officer of the requiring activity shall:

1. Budget and provide funding for the contracts.
2. Nominate individuals by name, title, code and phone number to the PCO to be appointed as TAs. These individuals shall also be quality assurance monitors and technical advisors to the ACO and shall be responsible for technical interface needed during the performance of the contract. NOTE: TA duties can not be delegated. Nomination of new TAs as a result of reassignment, termination of employment, etc., shall be made in accordance with the procedures outlined herein.
3. Ensure all individuals nominated as TAs have the necessary qualifications to satisfactorily perform the required duties, hold a position of responsibility commensurate with the complexity of the contract and have graduated from a Naval Supply System Command (NAVSUP) approved COR training course prior to appointment.
4. Upon receipt of the contract from the PCO, forward copies of documents to all staff having administrative functions for the dental contract.
5. Support and supervise the TAs in the performance of their duties. If the Commanding Officer determines that assigned duties are not being performed in a satisfactory manner, immediate corrective action shall be taken (including the recommendation to replace the TA if required). The PCO shall be promptly notified of all actions taken. The requiring activity should consider TA performance in rating all individuals assigned TA functions.

6. Notify the PCO in writing of any organizational or personnel changes affecting the CAP.
 7. Ensure that appropriate timely action is taken on all contract related correspondence received from either the PCO or TA. This includes the timely submission (to the PCO) of any requests for changes to the statement of work, deviations or waivers. An independent government cost estimate of the impact on contract price and the availability of additional funding must accompany all requests for changes to the statement of work, if additional costs are anticipated. The Contractor's price quote and the rationale for requesting the change shall accompany changes proposed by the contractor. The price quote serves as a budgetary estimate of the cost impact. The requiring activity shall also provide input as to technical acceptability of the proposed change.
 8. The requiring activity Commanding Officer shall appoint TAs to assist the COR in executing routine contract administration, monitoring and, surveillance duties. The appointment of all TAs must be in writing and must include the TA's responsibilities and limitations. A copy of this appointment letter shall be provided to the PCO. Before appointment, the requiring activity shall assure that all TAs have the appropriate training and experience.
- E. The Contracting Officer's Representative (COR) shall:
1. Attend pre-proposal and post-award conferences and periodic meetings with the PCO.
 2. Attend periodic meetings among the TAs, PCO, and the requiring activity and contractor(s) to discuss the status of and performance under the contracts.
 3. Be the liaison for personnel at the Government installation and the contractor.
 4. Prepare statement of work for task orders placed under this contract.
 5. Prepare an independent government estimate of the effort described in the definitized statement of work.
 6. Oversee the monitoring of quality assurance of services performed and acceptance of the services or deliverables.
 7. Avoid issuing any instructions that would constitute a contractual change. Do not enter into any understanding, agreement, modification, or change order deviating from the terms of the basic contract which shall be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. The contractor may take no action unless the PCO or ACO has issued a contractual change. The COR will include, on all correspondence to the contractor, a declination of authority in accordance with SECNAVINST 4200.23.
 8. Perform as technical interface between the government and the Contractor(s) for the contracts by providing technical advice or clarification of the statement of work; milestones to be met within the general terms of the contract or specific subtasks of the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the contracting officer. The contractor may also choose to contact the contracting officer directly on these issues.
 9. Oversee the monitoring of contractor performance and progress under the contract. The COR shall promptly advise the PCO of any observed continuous and/or substantial deficiencies in the contractor's performance or other instances of noncompliance with contract terms or conditions reported by the TA. Enclosure (1) is the surveillance plan to be used by the TA to monitor contractor performance. Deviation from this surveillance plan is only permitted with the prospective approval of the PCO.
 10. Review and evaluate the acceptability of the responses of Contract Discrepancy Reports (CDRs) submitted by TAs.
 11. Track DD250s submitted by the TAs.

12. Immediately alert the PCO and the ACO of any unusual performance problems. If a corrective action plan is approved by the contracting officer, the COR shall oversee the monitoring of the corrective action plan. If situations arise that create a question, the COR shall always obtain advice from the PCO and/or ACO, as prudent, prior to taking any action.

13. Continuously monitor the quantity of services provided under each contract line item number (CLIN) and/or task order. Advise the PCO if it appears that service quantities may be expended before the end of the performance period, or quantities of unused hours for services have been ordered but will not be received by the end of the performance period.

14. Perform administrative duties including maintaining files in support of all actions performed in their capacity as COR. The COR shall respond to all contract related correspondence in a timely manner. Contract files shall include a conforming copy of the contract, all modifications, all contractor invoices, all DD250s, all surveillance reports, each CDR (including the contractor's response/rebuttal), any contract-related correspondence, a contract log or COR diary, all PHONCON and email records, meeting minutes, reports from government subject matter experts, and independent government cost estimates which have been prepared.

15. Read and comply with all applicable instructions and procedures on standards of conduct and conflict of interest including yearly filings of financial interest.

16. Ensure that the contractor receives copies of all regulations and/or directives considered appropriate to the services being provided. Submit a Report on Contractor Performance detailing the contractor's performance to the PCO. This report shall be made semi-annually, as of 30 June and 31 December of each fiscal year. A final report shall be sent the PCO within 60 days after completion of the contract. The final report shall contain a conclusive statement describing the overall performance of the contractor and an evaluation report on the accountability of government property furnished to the contractor during the performance of the contract. The format for this report can be found at <http://www.nmlc.med.navy.mil/Code02/acqmgmt.htm>.

18. Perform other duties, peculiar to the contract, as may be incorporated into the contract document or required by the contracting officer.

F. Technical Assistant (TA). All requirements for TA duties are reported directly to the COR. At the direction of the COR, duties that may be assigned to the TA include:

1. Attend pre-proposal and post-award conferences.

2. Attend periodic meetings among the COR, requiring activity and contractor(s) to discuss the status of and performance under the contracts.

3. Avoid issuing any instructions that would constitute a contractual change. The TA and contractor shall not enter into any understanding, agreement, modification, or change order deviating from the terms of the basic contract which shall be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the ACO in writing. The contractor may take no action unless the ACO has issued a contractual change. The TA will include, on all correspondence to the contractor, a declination of authority in accordance with SECNAVINST 4200.23

4. Perform as technical interface between the government and the Contractor(s) for the contracts. The TA is the point of contact through whom the contractor can relay questions and problems of a technical nature to the COR. The contractor may also choose to contact the COR directly on these issues.

5. Coordinate/facilitate credentials submission between the DTF and the contractor.

6. Monitor contractor performance and progress under the contract. If this observation discloses that potentially inefficient or wasteful methods are being used, the TA shall take reasonable and timely action to alert the contractors and the COR. Furthermore, the TA shall promptly advise the COR of any observed continuous and/or substantial

deficiencies in the contractor's performance or other instances of noncompliance with contract terms or conditions. Enclosure (1) is the surveillance plan to be used by the TA to monitor contractor performance. Deviation from this surveillance plan is only permitted with the prospective approval of the ACO.

7. Promptly issue Contract Discrepancy Reports (CDRs) to the contractor to document discrepant performance. The TA shall always obtain the contractor's response/rebuttal to the CDR, evaluate the acceptability of the response and promptly forward the CDR, contractor response/rebuttal, and the evaluation to the COR. The CDR format can be found at <http://www.nmlc.med.navy.mil/Code02/acqmgmt.htm>
8. Monitor and verify shifts and/or hours of service provided. Keep accurate records of contractor performance and compare these records with the DD250 submitted by the contractor. The TA shall always use this information as a tool in evaluating contractor invoices.
9. Inspect and/or accept the services as the official government representative. Certify contractor's invoices when they are considered accurate.
10. Use MIL-STD 105 for random sampling surveillance unless otherwise stated in the contract.
11. Be fully knowledgeable of the invoicing requirements of the contract. The TA shall process all DD250s in a timely manner to ensure that prompt payment due dates are met. Copies of the DD250s, accompanied by a copy of the contractor's invoice, shall be promptly forwarded to the COR and PCO.
12. Immediately alert the COR of any unusual performance problems. If a corrective action plan is approved by the contracting officer, the TA shall monitor the corrective action plan. If situations arise that create a question, the TA shall always obtain advice from the PCO and/or ACO, as prudent, prior to taking any action.
13. Continuously monitor the quantity of services provided under each contract line item number (CLIN) and/or task order. Advise the COR if it appears that service quantities may be expended before the end of the performance period, or quantities of unused hours for services have been ordered but will not be received by the end of the performance period.
14. Perform administrative duties including maintaining files in support of all actions performed in their capacity as TA. The TA shall respond to all contract related correspondence in a timely manner. Contract files shall include a conforming copy of the contract, all modifications, all contractor invoices, all DD250s, all surveillance reports, each CDR (including the contractor's response/rebuttal), any contract-related correspondence, a contract log or TA diary, all PHONCON and email records, meeting minutes, reports from government subject matter experts, and independent government cost estimates which have been prepared.
15. Take the necessary steps to ensure that government property furnished to the contractor is furnished in a timely manner and in proper condition for use. The TA shall maintain both an inventory and disposition records for all Government furnished property. This inventory/disposition file is coordinated with the COR and ACO. The TA shall ensure that the contractor returns all Government furnished property or that Government furnished material has been reasonably consumed in the performance of work.
16. Read and comply with all applicable instructions and procedures on standards of conduct and conflict of interest including yearly filings of financial interest.
17. Ensure that the contractor receives copies of all regulations and/or directives considered appropriate to the services being provided.
18. Assist the COR in preparing a report detailing the contractor's performance. This report shall be made semi-annually, as of 30 June and 31 December of each fiscal year. A final report shall be completed within 60 days after completion of the contract. The final report shall contain a conclusive statement describing the overall performance of the contractor and an evaluation report on the accountability of government property furnished to the contractor

during the performance of the contract. The format for this report can be found at <http://www.nmlc.med.navy.mil/Code02/acqmgmt.htm>.

19. Provide detailed written reports of any trip, meeting, correspondence, email or conversation subsequent to any interface between the TA and the contractor.

Enclosure:

Surveillance Plan

A. INTRODUCTION

Purpose. This surveillance plan has been developed to aid the Contracting Officer's Representative (COR) in providing effective and systematic surveillance of all aspects of this contract.

Objective. To ensure that the contractor is complying with the specifications of the Medical Services contract by providing quality healthcare services to eligible beneficiaries.

Scope. This plan applies to contracted dental care services. This is a personal services contract.

B. RESPONSIBILITIES

The Contracting Officer (KO) at the Naval Medical Logistics Command (NAVMEDLOGCOM), Ft. Detrick, MD, Acquisition Management Directorate (Code 02) is responsible for negotiating all modifications to contract terms, conditions or amounts.

The Healthcare Program Analyst at the Naval Medical Logistics Command (NAVMEDLOGCOM), Ft. Detrick, MD, Healthcare Services Support Directorate (Code 07) serves as the technical agent for coordinating issues among the KO, the requiring activity and the COR. The Healthcare Program Analyst reviews the results of the COR's contract surveillance and provides feedback to the COR and recommendations to the KO. The Healthcare Program Analyst provides technical support to the COR and the KO in preparing modifications. The Healthcare Program Analyst also tabulates statistical data on contractor invoices.

Each DTF (each requiring activity) is responsible for reviewing and approving all correspondence submitted by the TA/COR to NAVMEDLOGCOM.

The TA/COR is responsible for assuring contractor performance through audit, documentation and liaison with the KO. The TA/COR shall ensure that copies of all contractor correspondence and requiring activity or TA/COR responses are provided to the KO. The COR must observe the following cautions and limitations:

Do not request or direct the contractor to do anything that is not expressly stated in the contract.

Do not attempt to control contractor efforts except as specifically authorized in the contract.

Do not make suggestions or comments that the contractor could construe as authority to proceed on work not specified in the contract.

Do not request changes that add work or objectives not within the scope of the contract. Seek the advice of the KO.

Do not accidentally generate a basis for a contractor claim. Communicate with the contractor in a timely manner.

Exercise diligence in monitoring and documenting the contractor's performance. When in doubt about any aspect of the contract specifications or the contractor's performance, seek the advice of the KO or the NAVMEDLOGCOM analyst.

Bring to the attention of the KO any extraordinary action on the part of the contractor, i.e., any performance outside the scope of the contract.

C. INSPECTION METHODS.

General. There are several methods that serve as means for inspecting contractor performance. Some methods are more appropriate than others and the COR may utilize any or all of these inspection methods. Inspection, along with documentation, is vital to ensure and maintain contractor compliance with contract requirements.

100% Inspection. This method of surveillance is time consuming, expensive and unrealistic for services performed frequently. However, it is appropriate in critical areas where health and safety are involved.

Periodic Surveillance Checklists. Checklists are used for services performed on an infrequent but predictable schedule (e.g., monthly, quarterly, annually, etc.) Any scheduled service that is provided on less than a daily basis can be considered for inclusion on a checklist.

Random Sampling. Sampling combines an unbiased, comprehensive evaluation of the contractor's performance with an efficient utilization of limited inspection time. The basis for doing random sampling is MIL-STD-105D, "Sampling Procedures and Tables for Inspection by Attributes", widely understood and used by both the Government and contractors. It is based on the concept of an attribute, a feature of a service that either does, or does not match a standard.

Customer Complaints. Validated customer complaints are a means of documenting certain kinds of service problems. The COR will coordinate efforts to acquire, validate and, document these complaints. Customer complaints are seldom used to reject a service, but can be used as further evidence of unsatisfactory performance if random sampling shows the specific service is unsatisfactory. To be an effective tool, customer complaints must be documented. When the random sample continues to show satisfactory performance, ongoing customer complaints can indicate to the COR the need to increase the sample size or perform a 100% surveillance. Complaints can be used as further evidence of unsatisfactory performance when random sampling shows that the specific service is unsatisfactory.

D. TIME FRAMES FOR MONITORING PERFORMANCE REQUIREMENTS.

There are several different time frames for monitoring performance requirements of the contract. Depending upon the specific performance requirement, the COR will monitor activities on a one-time basis, a per occurrence basis, or an ongoing basis.

One-time Activities. This type of performance requirement is generally monitored for initial or start-up activities, such as submission and verification of the credentials files.

Per Occurrence Activities. This type of activity is one that is monitored at each occurrence. It is often an occurrence that is serious in nature and could place undue risk on patient care. It usually will require the COR to investigate the matter. Examples of these would include patient complaints, medication errors, or any incidents that resulted in disciplinary action that the requiring activity felt necessary to investigate.

Ongoing Activities. This type of performance requirement is one that must be continuously monitored throughout the contract, as the requirement itself is ongoing. Such examples of these types of activities would be the requirement for shift coverage, schedule submissions, meeting attendance, maintenance of personnel qualifications, and documentation of annual training.

E. DOCUMENTATION.

General. The need for adequate documentation of each interface between the COR and the contractor cannot be overemphasized. CORs should understand the procedures that are described in FAR Part 33.2. CORs should remember that the documentation prepared by the COR will be the primary evidence used by the Government in any claims actions and that in such allegations, the Government bears the burden of proof. This documentation must be thorough, accurate and complete.

It is important to maintain a record of all other interactions between the COR and the contractor which reflects normal clinic operations or services required by the contract. Examples may include schedule submissions, feedback on contractor credentialing actions, substitution procedures for health care workers, etc. Examples such as these may or may not be part of the monthly surveillance, but the COR's ability to reconstruct events or the flow of information will be important if disagreements arise as to the quality or timeliness of contract services.

Documentation may comprise Contract Discrepancy Reports (CDRs), minutes of meetings, annotations on surveillance checklists, letters, email, memoranda, etc. Results of inspections that identify unsatisfactory contractor performance must be furnished to the contractor for review, comment, and corrective action as appropriate.

All inspection documentation related to contract performance is an integral part of the contract file and must be stored and maintained accordingly. The TA/COR should maintain reading files of all correspondence and pertinent documentation.

F. PROCEDURES.

At the end of each bi-weekly period of contract performance, the contractor will present the TA/COR with an invoice (Material Inspection and Receiving Report, DD Form 250) and a completed Certificate of Performance. The TA/COR will inspect the invoice and certificate to ensure that they accurately reflect the numbers of shifts that the contractor worked, but will not accept (sign) the invoice or certificate if there are any inaccuracies.

If the TA/COR disagrees with the shift quantity (numbers of shifts worked for that billing period), the TA/COR shall attempt to promptly resolve the discrepancy with the contractor key person. The TA/COR shall return the invoice with a memorandum to the contractor, rejecting the invoice as "improper". This memorandum shall state the amount of the invoice which the TA/COR considers to be correct. A copy of the invoice and the memorandum shall be retained by the TA/COR. The TA/COR shall encourage the contractor to re-invoice for the correct quantity so that it can be certified correctly. Significant or recurring quantity discrepancies, or failure of the contractor to submit a revised invoice for a billing period shall be brought to the attention of the COR and KO.

G. CONTRACT DISCREPANCY REPORTS (CDRs)

In all instances where the contractor's performance takes exception to the contract and/or is unacceptable, the TA/COR will issue a CDR to the contractor for review and comment.

The TA/COR shall ensure that all inspection data is attached. The contractor cannot be expected to respond to performance deficiencies that are not clearly and specifically identified. A cover memorandum on the CDR should specify that the contractor has three working days to respond in writing to the TA/COR.

Upon receipt of the CDR package from the contractor, the TA/COR shall review the contractor comments and give careful, objective consideration to the facts and mitigating circumstances documented in the response. The TA/COR shall then make a recommendation on the acceptability of contractor performance and note it on the CDR. The TA shall state why the contractor's response does or does not have merit. The TA/COR shall attach as much additional documentation as required to support their findings and recommendations.

The TA shall forward copies of each completed CDR to the COR for final review. The COR shall make a recommendation on the acceptability of contractor performance and note it on the CDR and forward final recommendation to the KO via NAVMEDLOGCOM (Code 07).

NAVMEDLOGCOM (Code 07) will review CDRs and will advise the COR of the need for any further documentation. NAVMEDLOGCOM (Code 07) will then forward the documentation to the KO with recommendations for action.

H. PERFORMANCE REQUIREMENTS FOR SURVEILLANCE.

The following are performance requirements, the applicable contract references and suggested methods of inspection and frequency of inspection. They are as follows:

<u>Performance Requirement</u>	<u>Contract Reference</u>	<u>Suggested Frequency</u>	<u>Method of Inspection</u>
Provide dental Services	Section C	Daily	100% Inspection
Staff Referrals	Section C	Daily	100% Inspection
Obtain clinical privileges	Section C	Occurrence	100% Inspection
HCW appearance	Section C	Occurrence	100% Inspection
Security Requirements	Section C	Daily	100% Inspection
Tracking Absences	Section C	Occurrence	100% Inspection
Contractor/ Government Face-to-face Meetings	Section C	30-90 days	100% Inspection

SECTION K Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY FULL TEXT

52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that --

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to --

(i) Those prices,

(ii) The intention to submit an offer, or

(iii) The methods of factors used to calculate the prices offered:

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision _____ (insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of provision)

52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APR 1991)

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of

this Certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989,--

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(End of provision)

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification Number (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

___ TIN: _____

___ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other _____

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 99)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

(1) Company name.

(2) Company address.

- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.

(End of provision)

52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (DEC 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has () has not (), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2001)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 621210.

(2) The small business size standard is \$5.0M.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

52.222-21 PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)

(a) Segregated facilities, as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

(b) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.

(c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

(End of clause)

52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that --

(a) ☐ It has, ☐ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) ☐ It has, ☐ has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that

(a) ☐ it has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or

(b) ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCT 2000)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each block that is applicable.)

☐ (i) The facility does not manufacture, process or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

[] (ii) The facility does not have 10 or more full-time employees as specified in section 313.(b)(1)(A) of EPCRA 42 U.S.C. 11023(b)(1)(A);

[] (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

[] (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

[] (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

252.204-7001 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING (AUG 1999)

(a) The offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter "CAGE" before the number.

(b) If the offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Information Service (DLIS). The Contracting Officer will--

(1) Ask the Contractor to complete section B of a DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code;

(2) Complete section A and forward the form to DLIS; and

(3) Notify the Contractor of its assigned CAGE code.

(c) Do not delay submission of the offer pending receipt of a CAGE code.

(End of provision)

252.209-7001 DISCLOSURE OF OWNERSHIP OR CONTROL BY THE GOVERNMENT OF A TERRORIST COUNTRY (MAR 1998)

(a) "Definitions."

As used in this provision --

(a) "Government of a terrorist country" includes the state and the government of a terrorist country, as well as any political subdivision, agency, or instrumentality thereof.

(2) "Terrorist country" means a country determined by the Secretary of State, under section 6(j)(1)(A) of the Export Administration Act of 1979 (50 U.S.C. App. 2405(j)(i)(A)), to be a country the government of which has repeatedly provided support for such acts of international terrorism. As of the date of this provision, terrorist countries include: Cuba, Iran, Iraq, Libya, North Korea, Sudan, and Syria.

(3) "Significant interest" means --

(i) Ownership of or beneficial interest in 5 percent or more of the firm's or subsidiary's securities. Beneficial interest includes holding 5 percent or more of any class of the firm's securities in "nominee shares," "street names," or some other method of holding securities that does not disclose the beneficial owner;

(ii) Holding a management position in the firm, such as a director or officer;

- (iii) Ability to control or influence the election, appointment, or tenure of directors or officers in the firm;
 - (iv) Ownership of 10 percent or more of the assets of a firm such as equipment, buildings, real estate, or other tangible assets of the firm; or
 - (v) Holding 50 percent or more of the indebtedness of a firm.
- (b) "Prohibition on award."

In accordance with 10 U.S.C. 2327, no contract may be awarded to a firm or a subsidiary of a firm if the government of a terrorist country has a significant interest in the firm or subsidiary or, in the case of a subsidiary, the firm that owns the subsidiary, unless a waiver is granted by the Secretary of Defense.

- (c) "Disclosure."

If the government of a terrorist country has a significant interest in the Offeror or a subsidiary of the Offeror, the Offeror shall disclose such interest in an attachment to its offer. If the Offeror is a subsidiary, it shall also disclose any significant interest the government of a terrorist country has in any firm that owns or controls the subsidiary. The disclosure shall include --

- (1) Identification of each government holding a significant interest; and
- (2) A description of the significant interest held by each government.

(End of provision)

252.209-7003 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS (MAR 1998)

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 37 U.S.C. 4212(d) (i.e., the VETS-100 report required by Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has submitted the most recent report required by 38 U.S.C. 4212(d).

SECTION L Instructions, Conditions and Notices to Bidders

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

CLAUSES INCORPORATED BY REFERENCE:

52.215-1	Instructions to Offerors—Competitive Acquisition
52.216-27	Single of Multiple Awards
52.222-46	Evaluation Of Compensation For Professional Employees
52.237-10	Identification of Uncompensated Overtime

CLAUSES INCORPORATED BY FULL TEXT

L.1. SUBMISSION OF COST OR PRICING DATA

L.1.1. It is expected that this contract will be awarded based upon a determination that there is adequate price competition; therefore, the offeror is not required to submit additional cost or price data or certify cost or pricing data with its proposal.

L.1.2. If, after receipt of the proposals, the Contracting Officer determines that adequate price competition does not exist in accordance with FAR 15.403-3 and 15.403-4, the offeror shall provide other information requested to be submitted to determine fair and reasonableness of price or cost realism, or certified cost or pricing data as requested by the Contracting Officer.

L.2. NOTIONAL TASK ORDERS. The Notional Task Order provided in Attachments 017 and 018 represents a sample Task Order scenario which may, in some form, be ordered by the Government after contract award. **No awards will result from an offeror's proposal in response to these Notional Task Orders.**

L.3. INSTRUCTIONS FOR PREPARATION OF PROPOSALS

L.3.1. Introduction and Purpose. This section specifies the format and content that offerors shall use in response to this Request for Proposal (RFP). The intent is not to restrict the offerors in the manner in which they will perform their work but rather to require uniformity in the format of the responses for evaluation purposes. Offerors must submit a proposal that is both in the format prescribed herein and is comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete: avoiding unnecessary, irrelevant, unrelated, unsubstantiated, illogical, vague and/or expansive discussions. Clarity, completeness, and responsiveness are of the utmost importance. Proposals shall be in the form prescribed by, and shall contain a response to, each identified in this paragraph. Any proposal that does not offer as a minimum that which is requested in this solicitation may be determined to be substantially incomplete and not warrant any further consideration. A complete proposal, including both Technical and Business, shall be submitted by the closing date specified in Section A of the solicitation.

Proposals shall be submitted electronically. Upon receipt of the electronic files from the Contracting Officer, the offeror's proposal shall be submitted on 4 offeror provided 3.5" diskettes or CD-ROM(s) (all hereafter referred to as "diskettes"). The offeror is responsible for ensuring that submitted diskettes are neither physically damaged nor contain corrupted files such that they are not readable by the Government. The offeror shall ensure that the two sets of diskettes are identical.

L.3.2. Diskettes 1 and 2 shall each contain the offeror's Past Performance and Management Plan information and shall contain the electronic files - Past Performance.doc and Management Plan.doc (**Attachments 021 and 024 respectively**). The information on diskette 2 shall be identical to the information on diskette 1.

L.3.3. Diskettes 3 and 4 shall each contain the Offeror's Business Proposal and shall include the Government provided electronic file Business Proposal.xls. Included within Business Proposal.xls are Supplemental Pricing Worksheets for each separately priced position for **CLINs 0002 through 0010** (minimum requirements) and each separately priced position for **NT0001 and NT0002**. An example of a Supplemental Pricing Worksheet is contained in **Attachment 022**. The offeror shall complete all the Supplemental Pricing Worksheets within Business Proposal.xls. The information on diskette 4 shall be identical to the information on diskette 3. The Government has included the most recent contract prices as **Attachment 023**. **These prices represent the direct compensation to the HCW plus the Contractor's overhead, profit and other indirect costs such as, but not limited to, General and Administrative expense. The direct compensation rate to the HCW is not available.**

L.3.4. Closing Dates. The closing date for Diskettes 1, 2, 3, and 4 shall be **XXX 01 at XXX PM** Fort Detrick local time (Eastern Standard Time). If an offeror is late submitting (a) any diskette or (b) any required file is missing from their diskette proposal, their entire proposal will be considered late.

L.3.5. Offerors are responsible for assuring that the diskettes forwarded in response to this solicitation are neither damaged nor unreadable. Diskettes 1 through 4 shall be formatted using either Microsoft Windows 95™ or Microsoft Windows 98™. All files shall be submitted using either Microsoft Word 97™ (for the .doc files) or Microsoft Excel 97™ (for the .xls files). Diskettes 1 and 2 are identical and diskettes 3 and 4 are identical. Offerors shall assure that all files are in a "read only" format and not subject to change. Files shall not be password protected.

L.3.6. Offerors shall accept the formatting, style, pitch/point, margins and other formatting imbedded in these electronic documents as provided. The Government will accept no changes.

L.3.7. Diskette 1 and 2: Past Performance and Management Plan. This submission shall include the following:

L.3.8. Past Performance.

a. The Contractor shall exactly recreate and complete Past Performance.doc as illustrated in **Attachment 021**. This Microsoft Word 97™ document shall include information from not more than five of their previous/current contracts not awarded either by the Naval Medical Logistics Command or the Fleet Industrial Supply Center, Norfolk Detachment, Philadelphia. These references shall be those that the offeror believes are their most current and are relevant to the labor categories identified in Section B. The Government will supplement this information with past performance analyses of contracts awarded by the Naval Medical Logistics Command. In order to be considered current, services must have been provided within the last five years. In selecting the most relevant contracts, the offeror may include contracts that demonstrate the prior experience of corporate officials or the experience of sub-Contractors/teaming partners. The file, "Past Performance.doc" shall be renamed, "[name of offeror] Past Performance.doc" when it is submitted.

b. If the offeror has no relevant past performance, they shall affirmatively state that they possess no relevant past performance within Past Performance.doc.

c. The offeror shall complete Past Performance.doc to include the following:

The contract number(s) and,

The number of HCWs provided, and

The type of HCWs provided, e.g., 2 dentists, 15 dental hygienists, etc., and

The location of services provided including facility name, city and state and,

The start dates that services were/are being provided and

The completion dates that services were/are being provided, and

The name, organization, telephone number, and e-mail address of a **verified** point of contact at the federal, state, local Government or commercial entity for which the contract services were performed. The offeror is responsible for ensuring that all points of contact provided as references are current and appropriate, and that the phone numbers provided are valid and,

A brief description of services provided and an explanation of how that experience is directly related and/or similar or relevant to the scope, magnitude, and complexity of the requirement (as defined herein) and,

The number, type and severity of any quality, delivery or price problems, or any other anecdotal issues, in performing the contract, the corrective action taken and the effectiveness of the corrective action. Offerors shall also submit **complete** information of any discrepancy or non-compliance reports issued under these contracts and the corrective action mechanisms that were completed or started. At the discretion of the offeror and based upon the number of discrepancies, this information may be added as a supplemental file to diskettes 1 and 2 as a Microsoft Word 97™, Contractor prepared document titled, "CDRs.doc". This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length. It shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply can be provided at the discretion of the offeror.

d. Offerors may submit a two-page discussion of noteworthy successes, accomplishments, awards and/or commendations achieved during the described experience in providing services. Offerors may also submit any other information the offeror considers relevant to its past performance. This information shall be included on diskettes 1 and 2 as a Microsoft Word 97™ Contractor prepared document titled, "Accomplishments.doc". This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length. Information shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply can be provided at the discretion of the offeror.

e. Offerors may submit a discussion of their experience providing services within Incentive Plans that are either similar to or relevant to the Incentive Plans contained in **Attachments 003, 005 and/or 007**. This information shall be added to diskettes 1 and 2 as a Microsoft Word 97™, Contractor prepared document titled, "Incentive Experience.doc". This document shall be formatted using typical business style, pitch/point, margins, etc and is not limited in length; however, the Government does not anticipate that these documents should exceed three single spaced pages. It shall, however, be a relevant and pointed discourse, avoiding unnecessary, irrelevant, unrelated, unsubstantiated, and illogical, vague and/or expansive discussions. A negative reply shall be provided by the offeror.

L.3.9. Management Plan. The Contractor shall complete Management Plan.doc as illustrated in **Attachment 024**. This Microsoft Word 97™ file requires that offerors provide information concerning their Management Plan for the provision of services under these contracts.

L.3.10. Business Proposals. The Business Proposal must include the following:

- a. A completed Standard Form 33. **This form must be downloaded, printed, completed, signed and mailed/delivered by the offeror with diskettes 3 and 4** and,
- b. An acknowledgment of any amendments issued by the Government prior to the receipt of proposals and,
- c. A completed Section K containing the Representations, Certifications and Other Statements of Offerors contained in Section K of this solicitation. **The offeror shall print, sign, and complete Section K and MAIL those signed certifications, the completed and signed SF-33 and diskettes 3 and 4** and,
- d. The offeror shall complete their business proposal using the Government provided file Business Proposal.xls. Business Proposal.xls matches Section B of this solicitation exactly. The offeror shall complete the boxes in that file shaded in light blue. The spreadsheet will calculate the remaining totals including the total price for **CLINs 0002 through 0010 and NTO001 and NTO002**. The information that is provided in Business Proposal.xls for

CLINs 0002 through 0010 and NTO001 and NTO002 will be used to determine price realism during the evaluation of the offeror's proposal. Also, included on Business Proposal.xls is a Supplemental Pricing Worksheet for each separately priced position within **CLINs 0002 through 0010 and NTO001 and NTO002**. The file, "Business Proposal.xls" shall be renamed, "[name of offeror] Business Proposal.xls" when it is submitted. The information provided in the Supplemental Pricing Worksheets will be used to determine price realism during the evaluation of the offeror's proposal. A sample of the Supplemental Pricing Worksheets is shown in **Attachment 022**. Source Information for each Supplemental Pricing Worksheet shall be provided at the bottom of each Supplemental Pricing Worksheet following the notation "Source Information Notes", and

e. The final negotiated HCW compensation rates proposed on each Supplemental Pricing Worksheet (within Business Proposal.xls) are both the lowest acceptable compensation rates to the HCW and the average compensation rates to the HCW which will be used by the Contractor upon award of initial Task Orders. The Task Order awardee is not prohibited from paying a range of compensation rates to recruited HCWs in a particular labor category, but under no circumstances shall the compensation rate be lower than that included as the lowest rate shown on each Supplemental Pricing Worksheet. The Government has included the most recent contract prices as **Attachment 023. These prices represent the direct compensation to the HCW plus the Contractor's overhead, profit and other indirect costs such as, but not limited to, General and Administrative expense. The direct compensation rate to the HCW is not available**, and

f. For Notional Task Orders **NTO001 and NTO002**, the offeror shall complete the appropriate tab using the Government provided file Business Proposal.xls. The information provided on the Supplemental Pricing Worksheets will be used to determine price realism during the evaluation of the offeror's proposal.

L.4. PROPOSAL EVALUATION

L.4.1. Past Performance is significantly more important than the Management Plan. The combination of Technical Proposal factors (Past Performance and Management Plan) is significantly more important than the combined Business Proposal evaluation factors (Completeness, Reasonableness, and Realism).

L.4.2. The Government reserves the right to award without discussions. It should be noted that award may be made to other than the lowest priced offer. Offerors are therefore cautioned that each initial offer should contain the offeror's best terms.

L.4.3. The Government may set the competitive range following evaluation of technical and business proposals and conduct discussions with remaining offerors. Discussions may be in person, by telephone, or in writing at the discretion of the contracting officer.

L.4.4. The minimum quantity per contract awarded will be at least one **CLIN (CLINS 0002 through 0010)** for the period 01 February 03 through 30 September 03. The Government will determine which CLINS are awarded to each successful offeror (via Task Order) at the time of award of the basic contract. Task Orders for the minimum quantities will be issued concurrent with the award of each contract. Task Orders issued after the minimum quantities are satisfied will be priced individually at the time of Task Order proposal request (See Section H for Task Order procedures).

L.4.5 Technical Proposal Evaluation.

a. Past Performance. The Government will evaluate the "risk to the Government" associated with the offeror's past performance. The Government will give greater consideration to past performance (minimum, maximum and notional quantities) that is most relevant to the solicitation. Past performance not as relevant will warrant a greater technical risk assessment. The most relevant past performance will be those references that most closely match the solicitation requirements in terms of Scope (i.e. the type of HCWs in settings similar to the requirements [clinical environment]) and, Magnitude (i.e. the numbers of HCWs provided by labor category) and, Complexity (i.e. the range and depth of labor categories, geographic similarity to the requirement [i.e. metropolitan versus rural]), single/multi-site, single/multi specialty, and experience with incentive plans). Medical experience, although relevant, is less relevant than comparable dental experience. The Government reserves the right to contact the points of contact identified in

the offeror's proposal for the purpose of verifying the offeror's record of past performance. Also, the Government will not restrict its past performance evaluation to the information submitted by offerors but will consider any other information in its possession.

b. **Management Plan.** The Government will evaluate the "risk to the Government" associated with the offeror's Management Plan. The Government will not assume that the offeror possesses any capability unless it is specified in their proposal. The Government will evaluate the offeror's approach to Recruitment, Retention, Pre-Credentialing, Sub-Contracting and Teaming, and Leave Management.

L.4.6. Volume II Business Proposal Evaluation.

a. Adequate price competition is expected for this acquisition. The Business Proposal will be evaluated with consideration to the following factors:

- (1) **Completeness.** All price information required by the Request for Proposal (RFP) has been submitted, and
- (2) **Reasonableness.** The degree to which the proposed prices compare to the prices that a reasonable and prudent person would expect to incur for the same or similar services, and
- (3) **Realism.** The offeror's CLIN/SLIN prices and information provided on the Supplemental Pricing Worksheets will be used in the evaluation of the offeror's proposal. The Contracting Officer will use the minimum compensation information to determine the price realism of the proposed compensation and the average compensation for best value determinations. The offeror's CLIN/SLIN prices and supplemental pricing worksheets will be examined to identify unusually low cost estimates, understatements of costs, inconsistent pricing patterns, potential misunderstandings of the solicitation requirements, and the related risk of personnel recruitment and retention problems during contract performance.

L.5. TECHNICAL QUESTIONS. Offerors must submit all technical questions concerning this solicitation in writing to the Contract Specialist listed below. The Naval Medical Logistics Command must receive the questions not later than 15 calendar days after the issue date (Block 5 of SF 33) of this solicitation. The Contract Specialist will answer questions that may affect offers in an amendment to the solicitation. The Contract Specialist will not disclose the source of the questions. Questions shall be referred to:

Naval Medical Logistics Command
ATTN: Code 02, Mr. Ralph Payne
1681 Nelson Street
Fort Detrick, MD 21702-9203
Telephone: (301) 619-3026
FAX (301) 619-6793
rpayne@us.med.navy.mil

L.6. LIMITATION OF PAYMENT FOR PERSONAL SERVICES. Under the provisions of 10 U.S.C. 1091 and DODI 6025.5, "Personal Services Contracting", implemented 6 January 1995, the total amount of compensation paid to an individual direct health care provider in any year cannot exceed the full time equivalent annual rate specified in 10 U.S.C. 1091.

L.7. PRE-PROPOSAL CONFERENCE. The Government will not conduct a pre-proposal conference for this acquisition.

L.8. SITE VISITS. Offerors are advised that site visits to the affected activities (CLINs 0002 through 0010) may be requested by offerors. To register for any/all site visits, telephone, send an e-mail or FAX request(s) to:

Naval Medical Logistics Command
ATTN: Code 02, Mr. John Singley
1681 Nelson Street Fort Detrick, MD 21702-9203

Telephone: (301) 619-2059
FAX (301) 619-6793
jmsingley@us.med.navy.mil

Provide the following information:

Name of Offeror

Address, Phone Number, and E-mail Address of Offeror

Name(s) of Attendees (Limit 3 attendees per offeror)

Site visits will be scheduled in advance, at dates and times that do not interfere with patient care and only during the operating hours of the facility. Offerors are to make contact with the POC above **ONLY. Offerors shall not contact the facilities directly. No site visits will be scheduled within 2 weeks of the closing date of this solicitation. No site visits will be made to facilities for the Notional Task Orders (NTO001 and/or NTO002).**

L.9. REVIEW OF AGENCY PROTESTS

L.9.1. The contracting activity, Naval Medical Logistics Command, will process agency protests in accordance with the requirements set forth in FAR 33.101(d).

L.9.2. Pursuant to FAR 33.101(d)(4), agency protests may be filed directly with the appropriate reviewing authority; or a protester may appeal a decision rendered by a Contracting Officer to the appropriate reviewing authority.

L.9.3. The reviewing authority for Mr. Ralph Payne is Mr. Gilbert Hovermale, Naval Medical Logistics Command, Code 02, 1681 Nelson Street, Fort Detrick, MD 21702-9203. Agency procurement protests should clearly identify the initial adjudicating official, i.e., the, "Contracting Officer" or the, "Reviewing Official".

L.9.4. Offerors should note this review of the Contracting Officer's decision will not extend GAO's timeliness requirements. Therefore, any subsequent protest to GAO must be filed within 10 days of knowledge of initial adverse agency action.

END OF SECTION L

SECTION M Evaluation Factors for Award

SECTION M - EVALUATION FACTORS FOR AWARD**M.1. EVALUATION CRITERIA AND BASIS FOR AWARD.**

M.1.1. The Government intends to award at least 3 multiple indefinite delivery indefinite quantity (ID/IQ) contracts resultant from the issuance of this solicitation to those responsible offerors submitting proposals that are determined most advantageous to the Government, price and other factors considered. The evaluation of proposals will be based on a technical evaluation of Past Performance, the Management Plan, and the Business Proposal submitted by each offeror. The Government intends to make multiple awards under this solicitation to allow for maximum competition for future task order awards. Awards under this procurement will be made to the offerors determined to be the best value to the Government.

M.1.2. In the evaluation of offerors' proposals, Past Performance is significantly more important than the Management Plan. Additionally, the combined technical evaluation factors of Past Performance and Management Plan are significantly more important than the combined price evaluation factors of Completeness, Reasonableness, and Realism. However, the closer the merits of the technical proposal are to one another, the greater will be the importance of Price in making the award determination. In the event that two or more proposals are determined not to have any substantial technical differences (i.e. are technically equivalent), award may be made to the lower priced proposal. It should be noted that award may be made to other than the lowest priced offer if the Government determines that a price premium is warranted due to technical merit. A price premium may also be considered to facilitate award of contracts to three or more different offerors to gain the advantages associated with increased competition for future task orders.

M.1.3. Awards may also be made on the basis of initial offers without discussions. Offerors are therefore cautioned that each initial offer should contain the offeror's best terms.

M.1.4. Technical Proposals submitted in response to this solicitation will be evaluated in accordance with the two technical factors of Past Performance and Management Plan. In the evaluation of offerors' proposals, Past Performance is significantly more important than the Management Plan. See Section L, paragraph 4.5.

M.1.5. Business Proposals submitted response to this solicitation will be evaluated in consideration of the following factors:

- a. Completeness. See Section L, paragraph 4.6.(1).
- b. Reasonableness. See Section L, paragraph 4.6.(2)
- c. Realism. See Section L, paragraph 4.6.(3)

M.1.6. Competitive Range. In accordance with FAR 15.306(c), "Competitive Range", the Government will evaluate all proposals and, if discussions are to be conducted, the Government will establish a competitive range. Based on the ratings of each proposal against all evaluation criteria, the Contracting Officer will establish a competitive range comprised of all the most highly rated proposals. The Contracting Officer may further reduce the competitive range for purposes of efficiency. Discussions may be in person, be telephone, or in writing at the discretion of the Contracting Officer. Section L, paragraphs 4.5 and 4.6 list the factors that will be used to evaluate each offeror's proposal.

END OF SECTION M